Financial Online Inquiries

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Financial Online Inquiries

This manual explains how to use the Financial Online Inquiries which includes Ledger Inquiry and Ledger Period Comparison inquiries and Procurement related inquires to inquire about vouchers, payments, purchase orders and requisitions.

The inquiries are only available in the Financials Reporting Database located at http://www.case.edu/erp/report

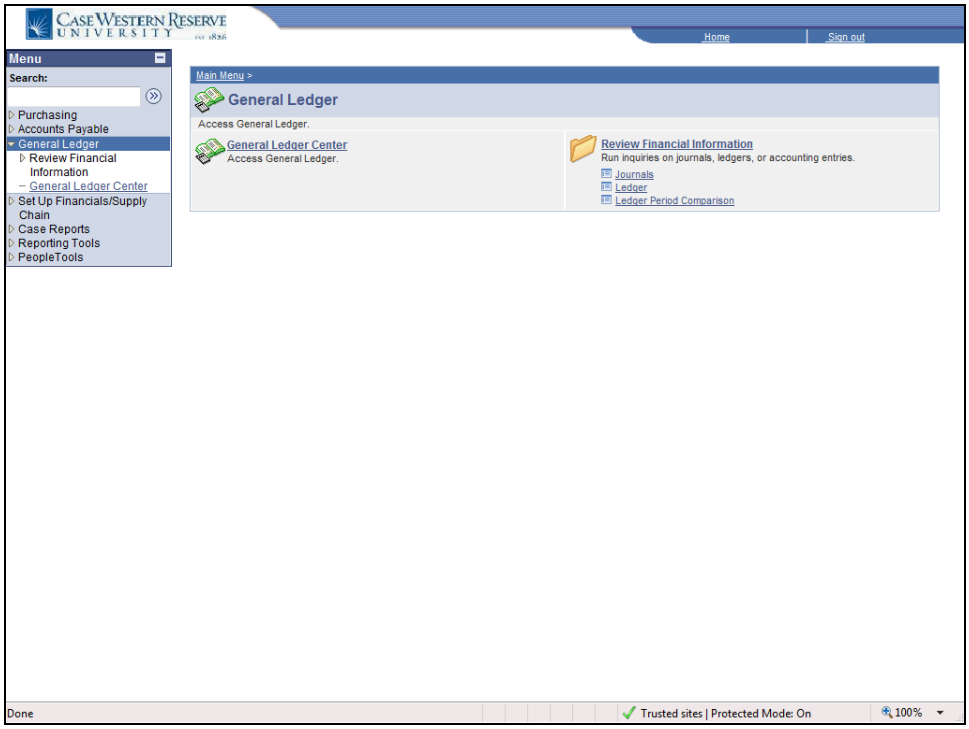
The Appendices include information about browser setup and settings for using these Tools.

Using Ledger Inquiry and Ledger Period Comparison

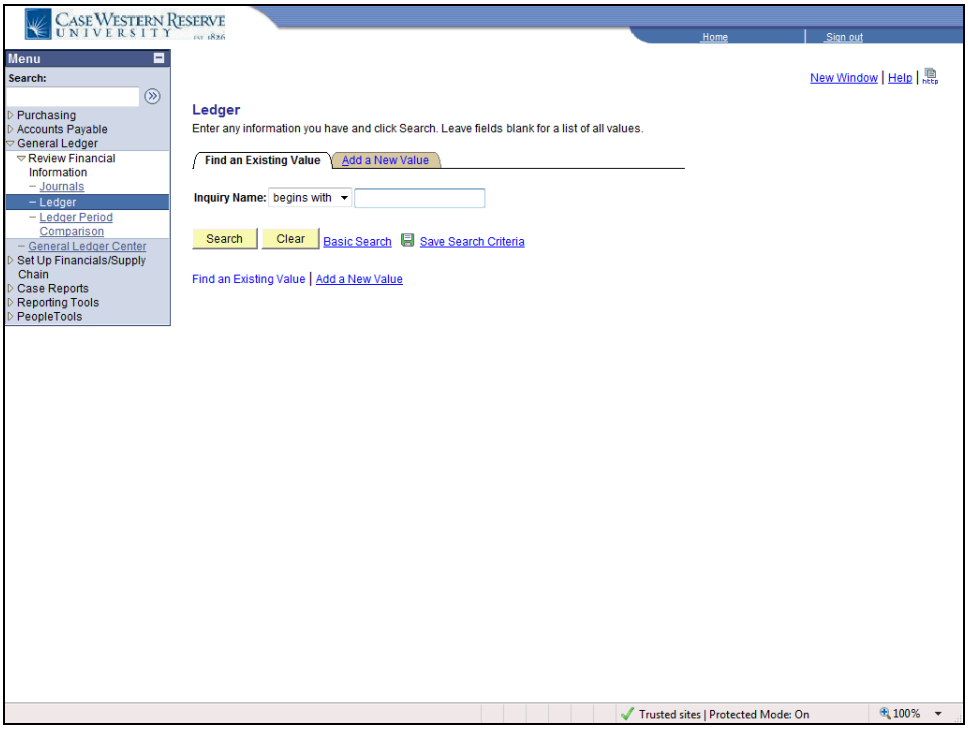
Ledger Inquiry

Procedure

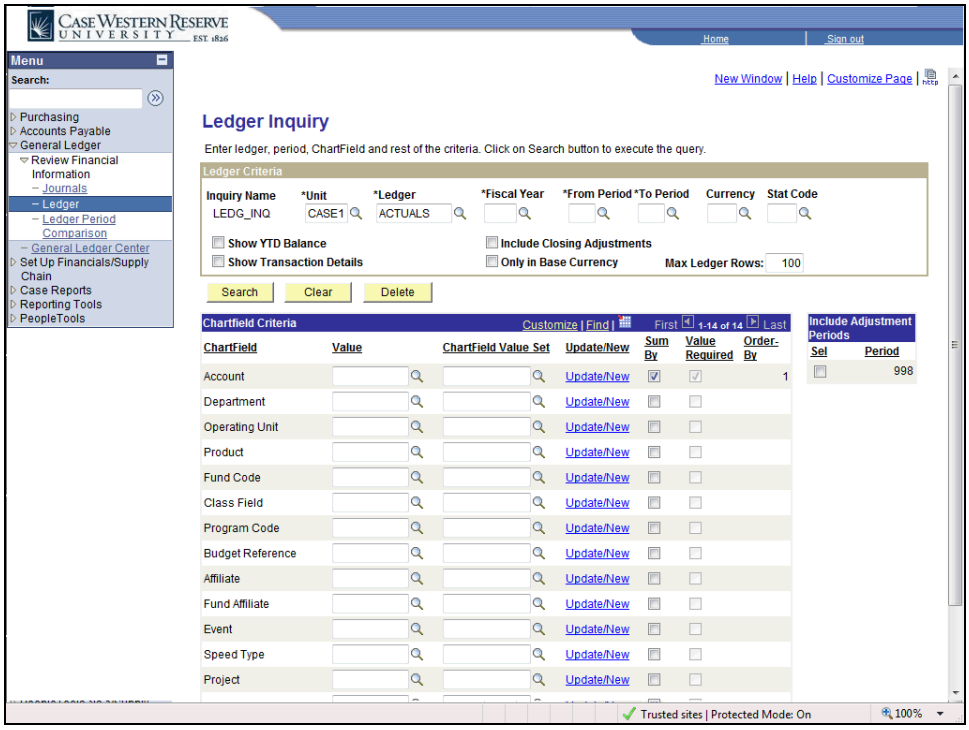
This section explains how to use the General Ledger Inquiry search and other features to inquire on Journals that have been posted. This feature is only available in the Financials RPT database. http://www.case.edu/erp/report



Step	Action
1.	From the Menu click General Ledger. Then click the **Review Financial Information** link. ▷ Review Financial Information
2.	Click the **Ledger** link. Ledger



Step	Action
3.	The Ledger search page appears. Click the **Add a New Value** tab to create a new Inquiry. You may use the **Find an Existing Value** tab and click the **Search** button to find an existing Inquiry that you have created and saved. Add a New Value
4.	Enter the name of your Inquiry in the **Inquiry Name** field. Your inquiry criteria can be saved for future use. For example, enter "**ledger_inq**". The name can be up to 10 characters and no spaces.
5.	Click the **Add** button. Add



Step	Action
6.	The Ledger Inquiry Criteria page appears. Notice the Inquiry Name that you created is listed, the Unit and Ledger fields contain default values. Enter the four digit fiscal year to search in the **Fiscal Year** field, for example, enter"**2010**" for the year 2009-2010.
7.	Enter the starting accounting period in the **From Period** field, for example, enter "**1**"
8.	Enter the ending accounting period into the **To Period** field, for example, enter, "**6**".
9.	Enter, "**USD**" into the **Currency** field.
10.	If necessary, check one or more of the following check boxes. See the note below for a description of each item and the best way to use them.

Show YTD Balance - Select this checkbox to s how the year to date balance. Select this check box and the inquiry will return year-to-date balances for specified ChartFields for a period. For a multi-year project, select this check box and the inquiry returns period 0 for balance forward.

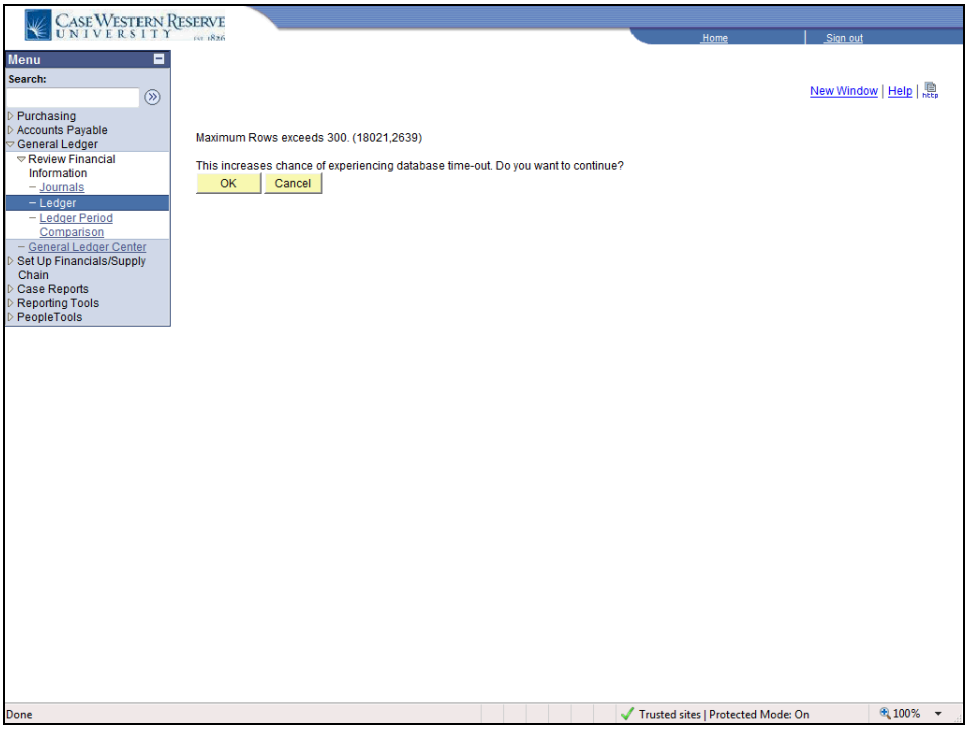
Show Transaction Details - Select this check box to see the ledger balance and the journal detail transactions.

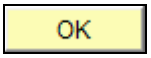
Include Closing Adjustments - Select this option to include closing entries (period 999) along with the current open period amounts.

Only in Base Currency - CWRU does not use currency other than USD, this option is not necessary to check.

Include Adjustment Period - Select this option to include transactions in the adjustment period (period 998) after the second June close.

Step	Action
11.	**Max Ledger Rows** defaults to 100. This number may be increased to 9999 if needed. If the number exceeds 300, a warning will appear, see below.



Step	Action
12.	This warning appears if the Max Ledger Rows is greater than 300. Click the **OK** button. 

Step	Action
13.	In the Chartfield Criteria section, enter information into the **Value** field for any of the Chartfields. For example, enter "**532%**" for the Account field. The % sign is a wildcard feature. You can enter a partial chartfield and use % to get all chartfields, based on your criteria, in that range.

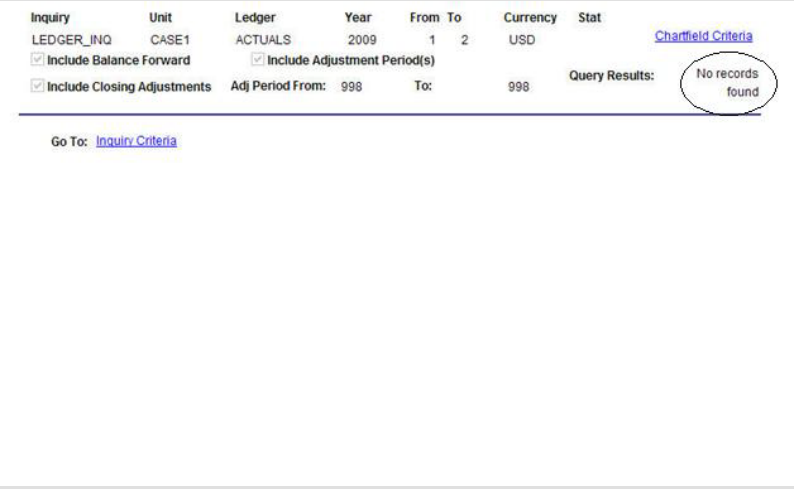
A feature that is located on most fields in Financials is the **Look up** icon. This icon allows you to enter none to partial informatin in the field, when you click this icon you will see a list of the available choices.

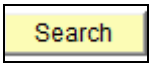
For example, if you enter 532 in the Account field and click the Look up icon you will see a list of all the Accounts that start with those digits.

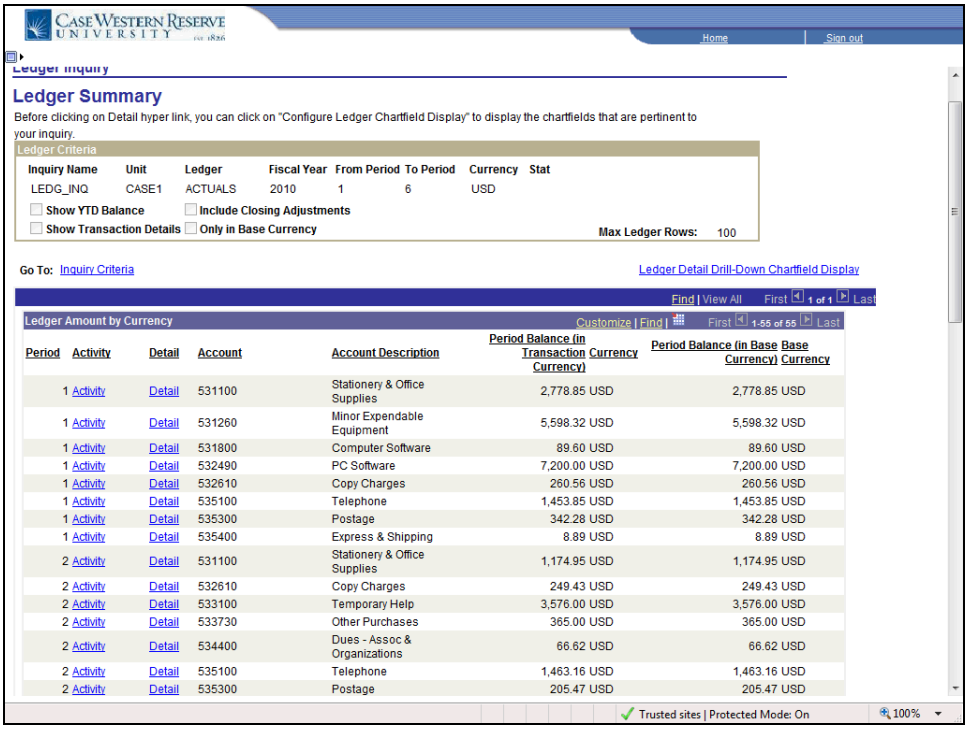
On the Ledger criteria page you can use a combination of Chartfield values to conduct your search.

In general, for a speedtype starting from “OPR” or “INS”, use a combination of Department and Fund Code to conduct the search; for the rest of the SpeedType, use a combination of Project and Fund Code to conduct the search. See Appendix D on how to use Speedtype page.

All data is secured by row level security (Dept ID/Project ID). If you receive no data after submitting an inquiry and a message "No records found" in the Query Results area, this means that you either do not have security to all or part of the chartfield information that you entered or you used an invalid chartfield combination. See example below:



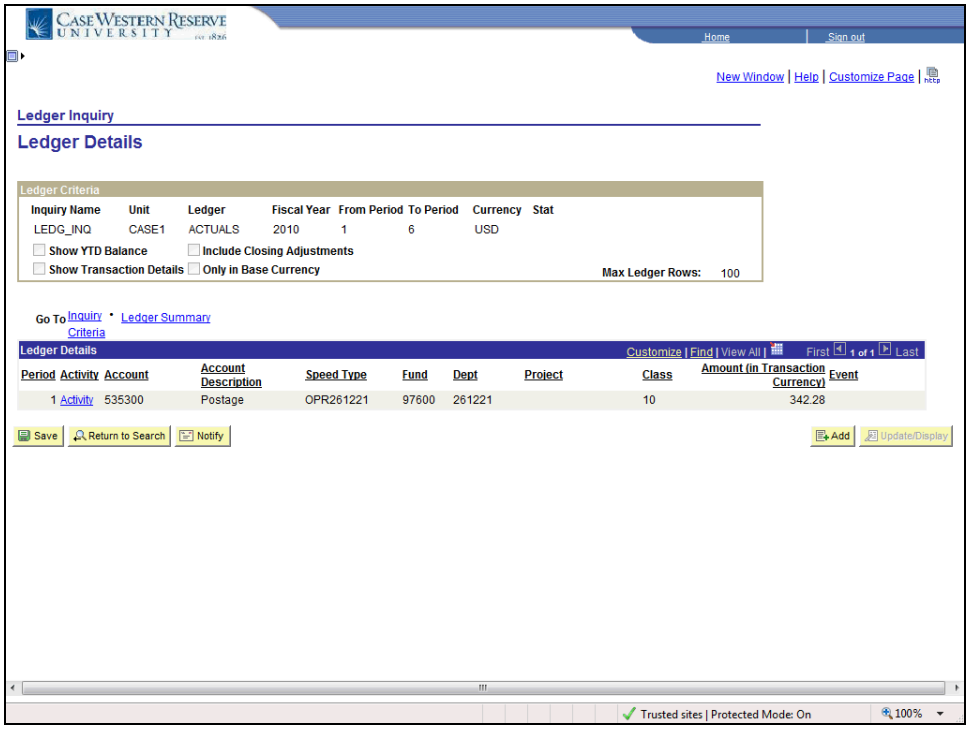
Step	Action
14.	Enter the department number in the **Department Value** field. Using the % wildcard here is also helpful to see all the departments within an area.
15.	Enter a value in the **Fund Code** field, if you do not know the fund code, use the Speedtype Chartfield Lookup (see Appendix D) to find the information. Enter the desired information into the **Value** field, for example, enter "**97600**".
16.	Use the checkboxes in the Sum By column to determine how to sort the inquiry information that is returned. In this example, clicking the Account check box means they will **Sum by Account**.
17.	To execute the inquiry, click the **Search** button. If you would like to save this for future use, click **SAVE** before clicking the Search button. 


CASE WESTERN RESERVE UNIVERSITY EST. 1826
Home
Sign out
Ledger Summary
Before clicking on Detail hyper link, you can click on "Configure Ledger Chartfield Display" to display the chartfields that are pertinent to your inquiry.
Ledger Criteria
Inquiry Name Unit Ledger Fiscal Year From Period To Period Currency Stat
LEDG_INQ CASE1 ACTUALS 2010 1 6 USD
Show YTD Balance
Include Closing Adjustments
Show Transaction Details
Only in Base Currency
Max Ledger Rows: 100
Go To: Inquiry Criteria
Ledger Detail Drill-Down Chartfield Display
Find | View All First 1 of 1 Last
Ledger Amount by Currency
Customize | Find | First 1-55 of 55 Last
Period Activity Detail Account Account Description Period Balance (in Transaction Currency) Currency Period Balance (in Base Currency) Base Currency
1 Activity Detail 531100 Stationery & Office Supplies 2,778.85 USD 2,778.85 USD
1 Activity Detail 531260 Minor Expendable Equipment 5,598.32 USD 5,598.32 USD
1 Activity Detail 531800 Computer Software 89.60 USD 89.60 USD
1 Activity Detail 532490 PC Software 7,200.00 USD 7,200.00 USD
1 Activity Detail 532610 Copy Charges 260.56 USD 260.56 USD
1 Activity Detail 535100 Telephone 1,453.85 USD 1,453.85 USD
1 Activity Detail 535300 Postage 342.28 USD 342.28 USD
1 Activity Detail 535400 Express & Shipping 8.89 USD 8.89 USD
2 Activity Detail 531100 Stationery & Office Supplies 1,174.95 USD 1,174.95 USD
2 Activity Detail 532610 Copy Charges 249.43 USD 249.43 USD
2 Activity Detail 533100 Temporary Help 3,576.00 USD 3,576.00 USD
2 Activity Detail 533730 Other Purchases 365.00 USD 365.00 USD
2 Activity Detail 534400 Dues - Assoc & Organizations 66.62 USD 66.62 USD
2 Activity Detail 535100 Telephone 1,463.16 USD 1,463.16 USD
2 Activity Detail 535300 Postage 205.47 USD 205.47 USD
Trusted sites | Protected Mode: On
100%

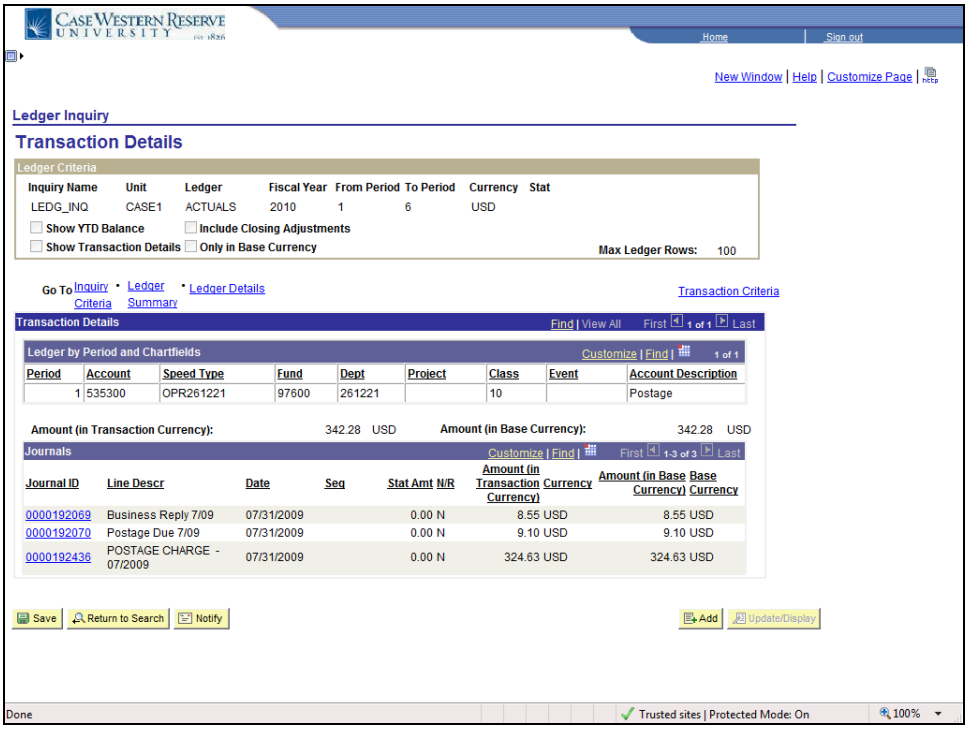
Step	Action
18.	The **Ledger Summary** page returns with the criteria related to your search.

This page can be downloaded to Excel, see details in Appendix A.

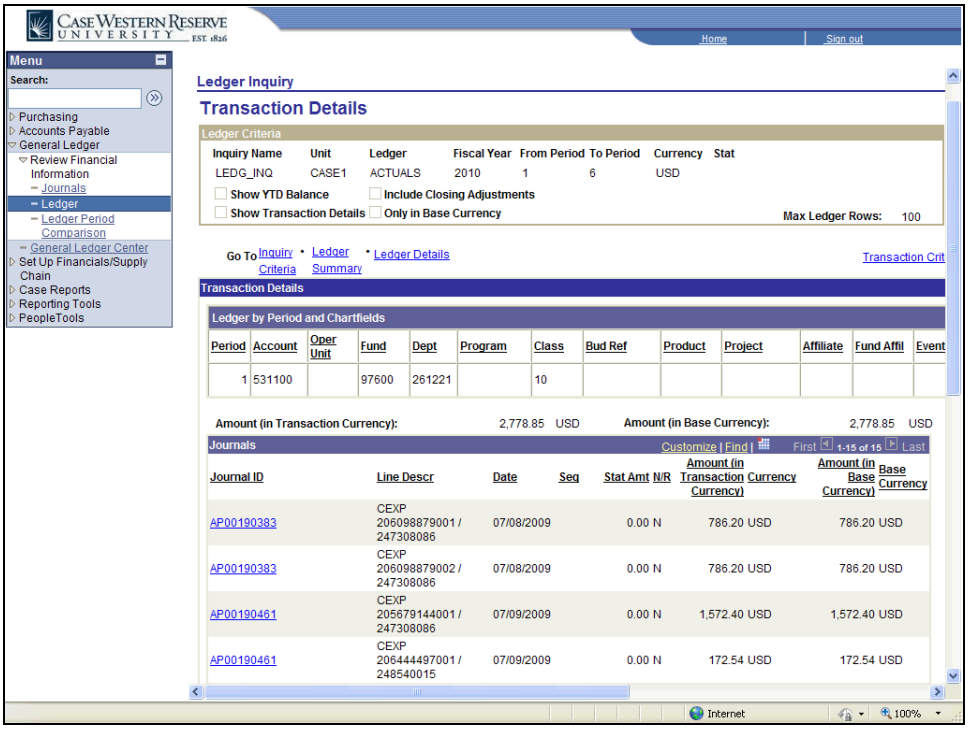
Step	Action
19.	Click the **Detail** link. Detail


Home
Sign out
New Window | Help | Customize Page
Ledger Inquiry
Ledger Details
Ledger Criteria
Inquiry Name Unit Ledger Fiscal Year From Period To Period Currency Stat
LEDG_INQ CASE1 ACTUALS 2010 1 6 USD
Show YTD Balance
Include Closing Adjustments
Show Transaction Details
Only in Base Currency
Max Ledger Rows: 100
Go To Inquiry Criteria • Ledger Summary
Ledger Details
Customize | Find | View All | First 1 of 1 Last
Period Activity Account Account Description Speed Type Fund Dept Project Class Amount (in Transaction Currency) Event
1 Activity 535300 Postage OPR261221 97600 261221 10 342.28
Save
Return to Search
Notify
Add
Update/Display
Trusted sites | Protected Mode: On
100%

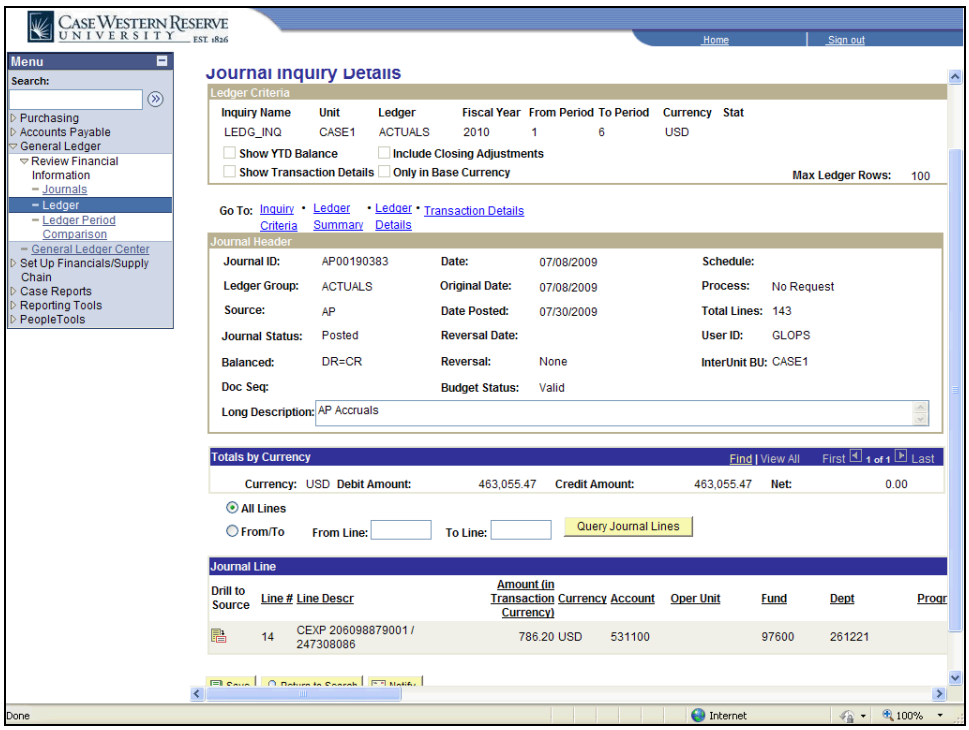
Step	Action
20.	The Ledger Summary details information appears. Click the **Activity** link. Activity


Home
Sign out
New Window | Help | Customize Page
Ledger Inquiry
Transaction Details
Ledger Criteria
Inquiry Name Unit Ledger Fiscal Year From Period To Period Currency Stat
LEDG_INQ CASE1 ACTUALS 2010 1 6 USD
Show YTD Balance
Include Closing Adjustments
Show Transaction Details
Only in Base Currency
Max Ledger Rows: 100
Go To Inquiry Criteria • Ledger Summary • Ledger Details
Transaction Criteria
Transaction Details
Find | View All First 1 of 1 Last
Ledger by Period and Chartfields
Customize | Find | 1 of 1
Period Account Speed Type Fund Dept Project Class Event Account Description
1 535300 OPR261221 97600 261221 10 Postage
Amount (in Transaction Currency): 342.28 USD
Amount (in Base Currency): 342.28 USD
Journals
Customize | Find | First 1-3 of 3 Last
Journal ID Line Descr Date Seq Stat Amt N/R Amount (in Transaction Currency) Currency Amount (in Base Currency) Base Currency
0000192069 Business Reply 7/09 07/31/2009 0.00 N 8.55 USD 8.55 USD
0000192070 Postage Due 7/09 07/31/2009 0.00 N 9.10 USD 9.10 USD
0000192436 POSTAGE CHARGE - 07/2009 07/31/2009 0.00 N 324.63 USD 324.63 USD
Save
Return to Search
Notify
Add
Update/Display
Done
Trusted sites | Protected Mode: On
100%

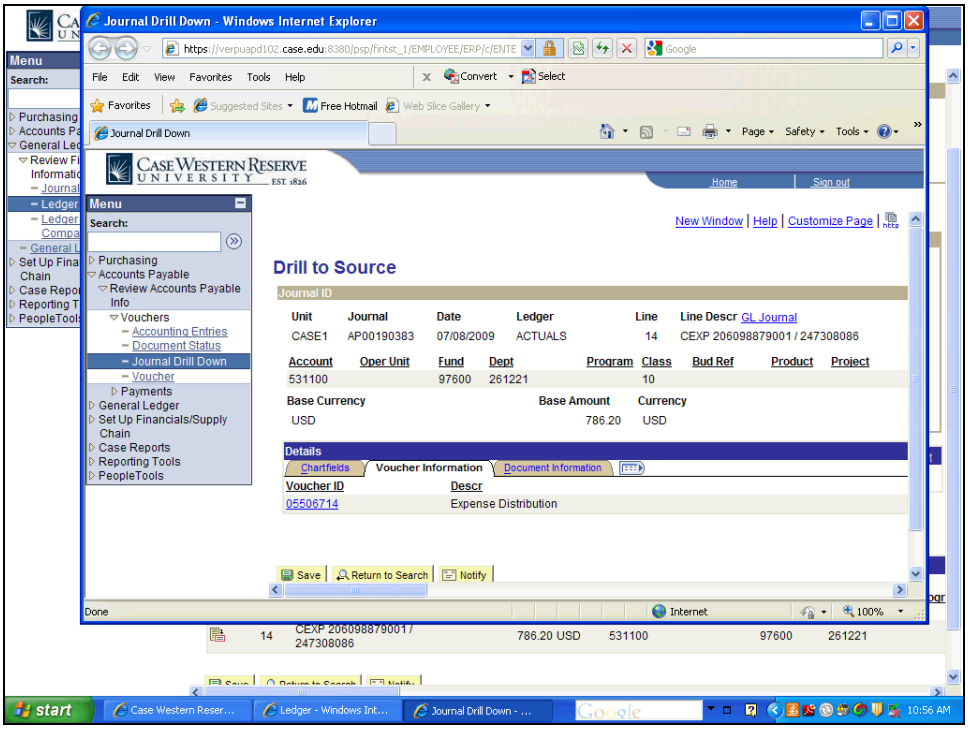
Step	Action
21.	Click the **Journal ID** link of the Journal to view. 0000192069


Home
Sign out
Menu
Search:
Purchasing
Accounts Payable
General Ledger
Review Financial Information
Journals
Ledger
Ledger Period Comparison
General Ledger Center
Set Up Financials/Supply Chain
Case Reports
Reporting Tools
PeopleTools
Ledger Inquiry
Transaction Details
Ledger Criteria
Inquiry Name Unit Ledger Fiscal Year From Period To Period Currency Stat
LEDG_INQ CASE1 ACTUALS 2010 1 6 USD
Show YTD Balance
Include Closing Adjustments
Show Transaction Details
Only in Base Currency
Max Ledger Rows: 100
Go To Inquiry Criteria • Ledger Summary • Ledger Details
Transaction Crit
Transaction Details
Ledger by Period and Chartfields
Period Account Oper Unit Fund Dept Program Class Bud Ref Product Project Affiliate Fund Affil Event
1 531100 97600 261221 10
Amount (in Transaction Currency): 2,778.85 USD
Amount (in Base Currency): 2,778.85 USD
Journals
Customize | Find | First 1-15 of 15 Last
Journal ID Line Descr Date Seq Stat Amt N/R Amount (in Transaction Currency) Currency Amount (in Base Currency) Base Currency
AP00190383 CEXP 206098879001 / 247308086 07/08/2009 0.00 N 786.20 USD 786.20 USD
AP00190383 CEXP 206098879002 / 247308086 07/08/2009 0.00 N 786.20 USD 786.20 USD
AP00190461 CEXP 205679144001 / 247308086 07/09/2009 0.00 N 1,572.40 USD 1,572.40 USD
AP00190461 CEXP 206444497001 / 248540015 07/09/2009 0.00 N 172.54 USD 172.54 USD
Internet
100%

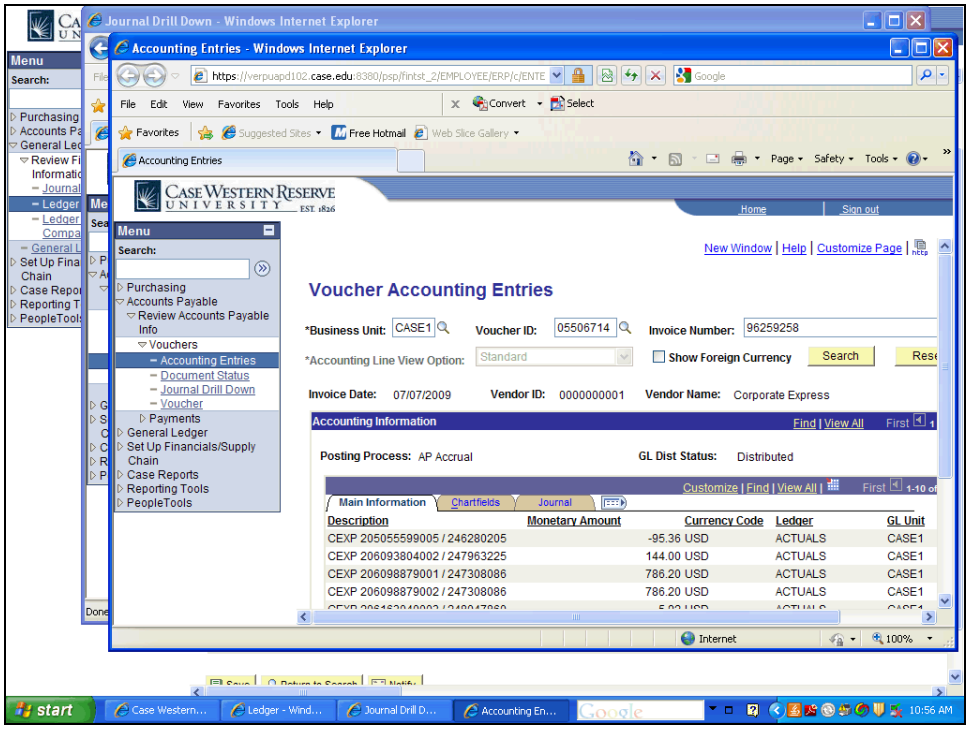
Step	Action
22.	Subsystem's Accounting entries, such as Accounts Payable, can also be seen using Ledger Inquiry. To review an Accounts Payable (AP) Journal, the **Journal ID** will begin with AP, in this example, click the Journal ID "**AP00190383**".



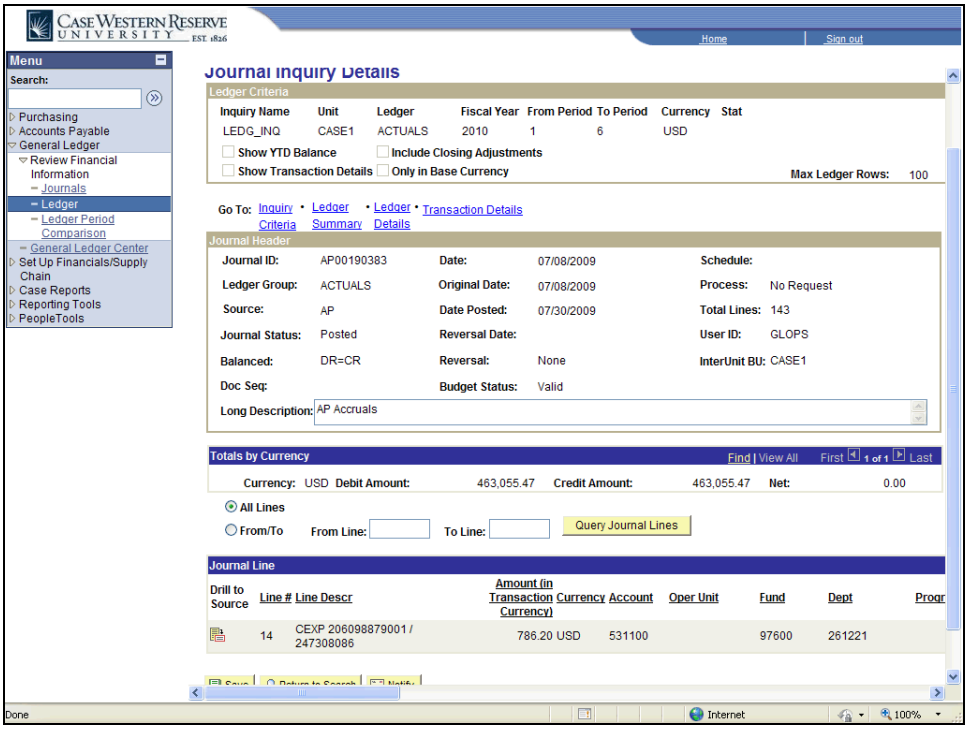
Step	Action
23.	The Journal Inquiry Details page appears. Note in the Journal Line section the Drill to Source column. Click the **Drill to Source** icon.


Journal Drill Down - Windows Internet Explorer
Drill to Source
Journal ID
Unit Journal Date Ledger Line Line Descr GL Journal
CASE1 AP00190383 07/08/2009 ACTUALS 14 CEXP 2060988790001 / 247308086
Account Oper Unit Fund Dept Program Class Bud Ref Product Project
531100 97600 261221 10
Base Currency Base Amount Currency
USD 786.20 USD
Details
Chartfields Voucher Information Document Information
Voucher ID Descr
05506714 Expense Distribution
Save Return to Search Notify
14 CEXP 2060988790001 / 247308086 786.20 USD 531100 97600 261221

Step	Action
24.	A new window opens, Drill to Source. **Drill to Source**
25.	Click the **Voucher Information** tab to view the Voucher ID number. Voucher Information
26.	Click the the Voucher ID link. 05506714



Step	Action
27.	A new window opens, **Voucher Accounting Entries**. The Accounting Information section lists the **Posting Process** as either AP Accrual or Payment. **AP Accrual** means the Voucher has been processed and posted. **Payment** means the voucher has been paid and hte payment has been posted.
28.	Once you are done with reviewing, click the **Close** button to close the new windows and return to your original window that contains Ledger Inquiry.

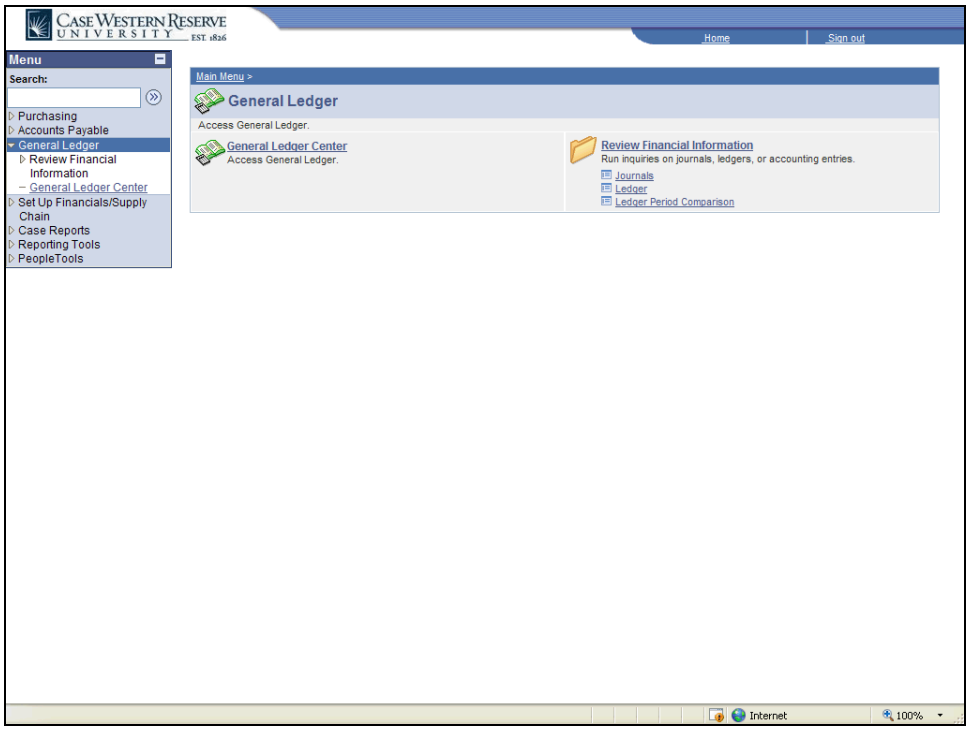


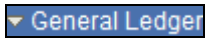
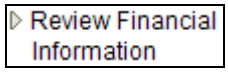
Step	Action
29.	Use the breadcrumb links above the Journal Header to return to any place in your inquiries. In this example, click the **Inquiry Criteria** link to return to submit another inquiry.
30.	**End of Procedure.**

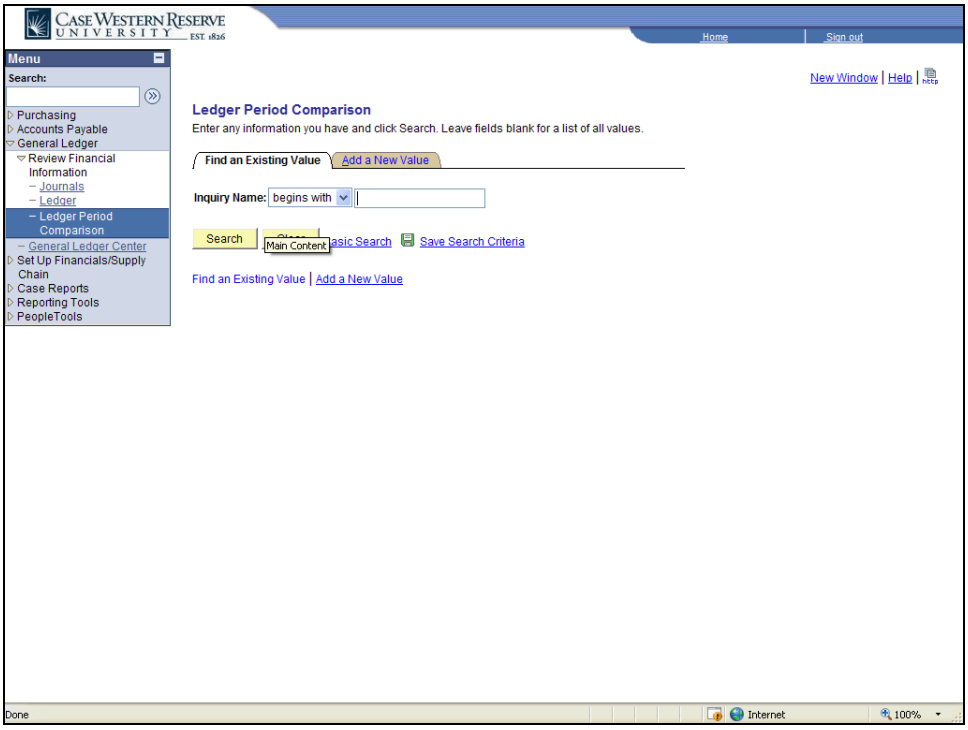
Ledger Period Comparison

Procedure

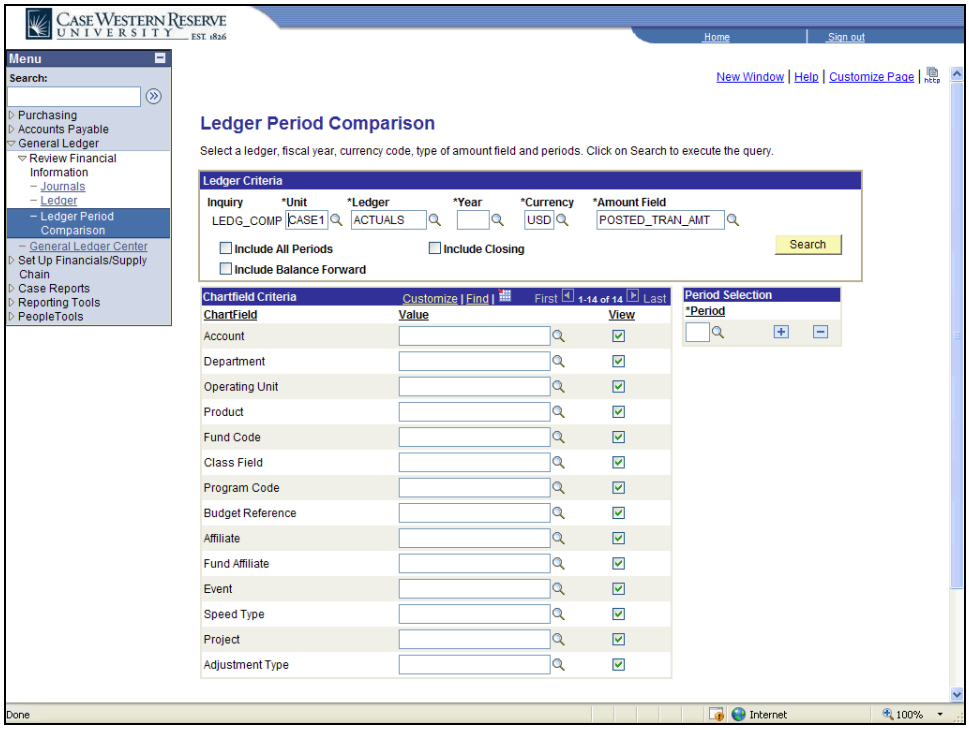
This inquiry compares, for any Chartfield combination selected, Ledger details by account across the selected periods of a fiscal year.



Step	Action
1.	Click the **General Ledger** link. 
2.	Click the **Review Financial Information** link. 
3.	Click the **Ledger Period Comparison** link.



Step	Action
4.	The Ledger Period Compare screen appears. You may use the **Find an Existing Value** tab and click the **Search** button to find an existing Inquiry that you have created and saved. **OR** Click the **Add a New Value** tab. Add a New Value
5.	Enter the desired information into the **Inquiry Name** field. Enter "**Ledg_Comp**".
6.	Click the **Add** button. Add



Step	Action
7.	Enter the desired information into the **Year** field, for example, enter "**2010**".
8.	Click the **Include All Periods** option if you want to include all thirteen periods. ☐ Include All Periods
9.	Click the **Include Balance Forward** option if you want to include any balances carried forward from the previous period in the totals. ☐ Include Balance Forward
10.	Click the **Include Closing** option if you would like to include closing adjustments for period 999 in the totals. ☐ Include Closing
11.	In the Chartfield Criteria section, enter information into the **Value** field for any of the Chartfields. For example, enter "**532%**" for the Account field. The % sign is a wildcard feature. You can enter a partial chartfield and use % to get all chartfields, based on your criteria, in that range, for example, enter "**532%**".

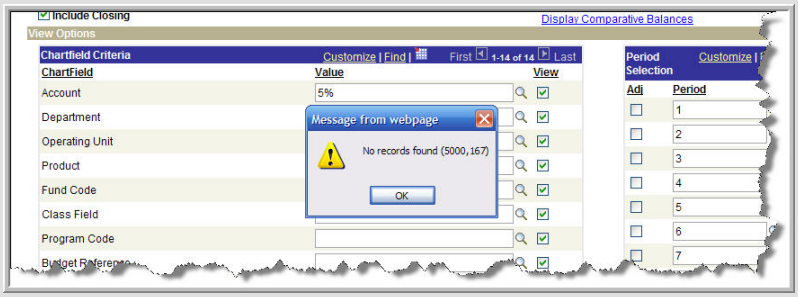
A feature that is located on most fields in Financials is the **Look up** icon 🔍. This icon allows you to enter none to partial informatin in the field, when you click this icon you will see a list of the available choices.

For example, if you enter 532 in the Account field and click the Look up icon you will see a list of all the Accounts that start with those digits.

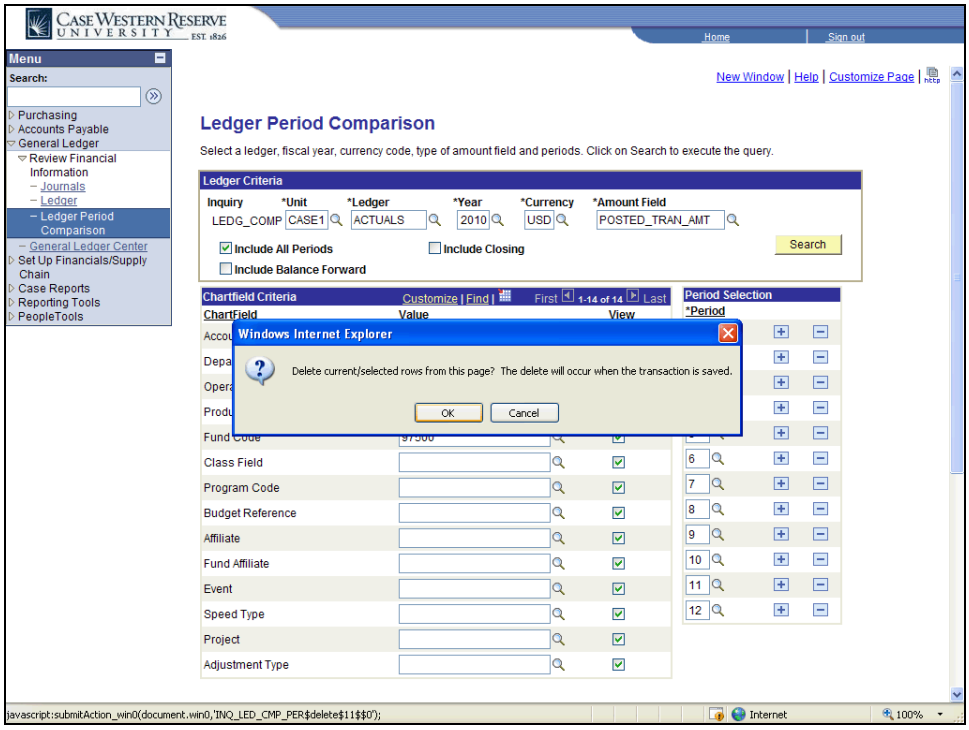
On the Ledger criteria page you can use a combination of Chartfield values to conduct your search.

In general, for a speedtype starting from “OPR” or “INS”, use a combination of Department and Fund Code to conduct the search; for the rest of the speedtypes, use a combination of Project and Fund Code to conduct the search. See Appendix D on how to use Speedtype page.

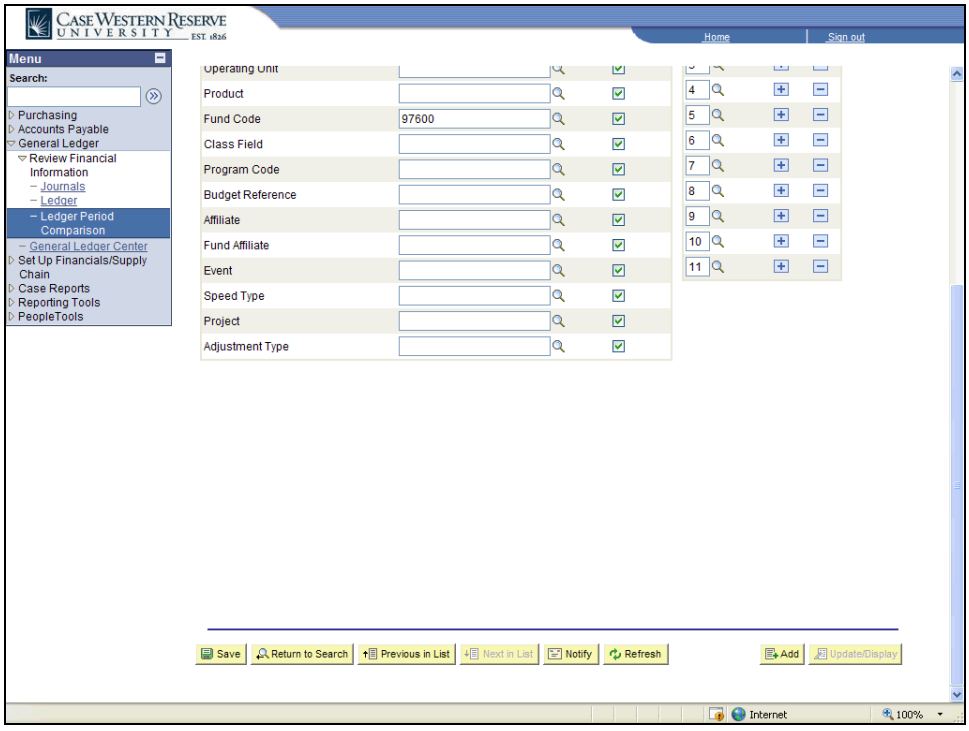
All data is secured by row level security (Dept ID/Project ID). If you receive no data after submitting an inquiry, and a message "No records found (5000,167)" in the Query Results area this means that you either do not have security to all or part of the chartfield information that you entered or you used an invalid chartfield combination. See example below:

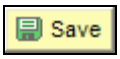


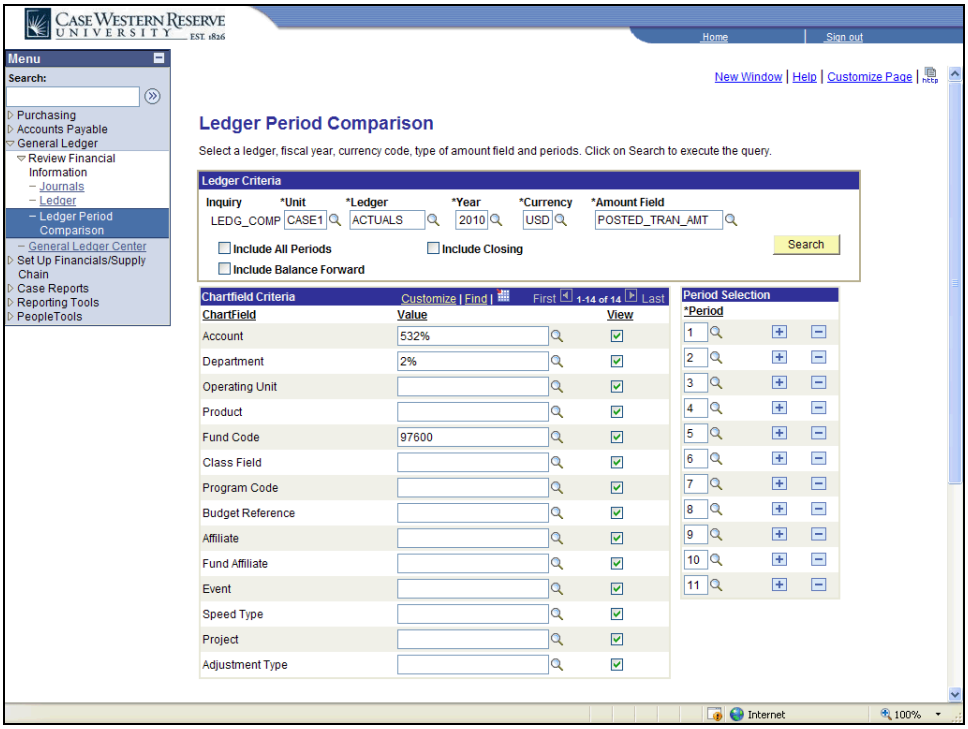
Step	Action
12.	You may enter more information in the Chartfield Value field. For example enter "**2%**" into the **Department** field, and enter 97600 into the Fund Code field. Enter the desired information into the **Value** field. Enter "**2%**".
13.	Checking the **Delete** option allows you to delete some of the periods you do not want in your comparison. For example, if the year has not completed periods 10,11,12 you can delete those from you inquiry comparison.

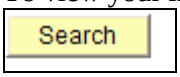


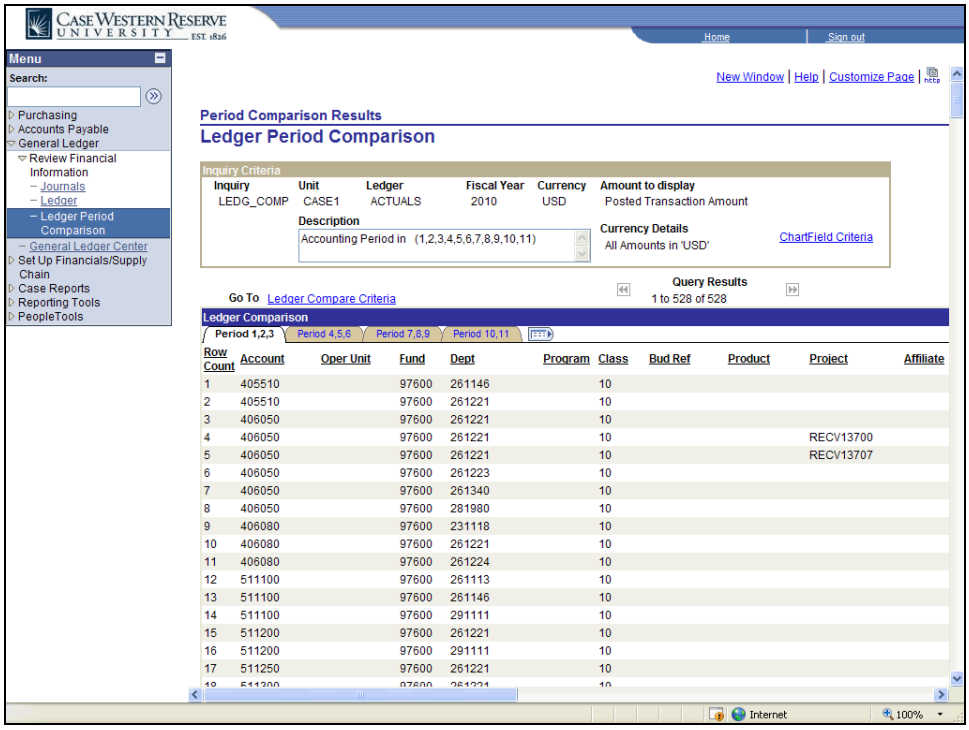
Step	Action
14.	Click the **OK** button.



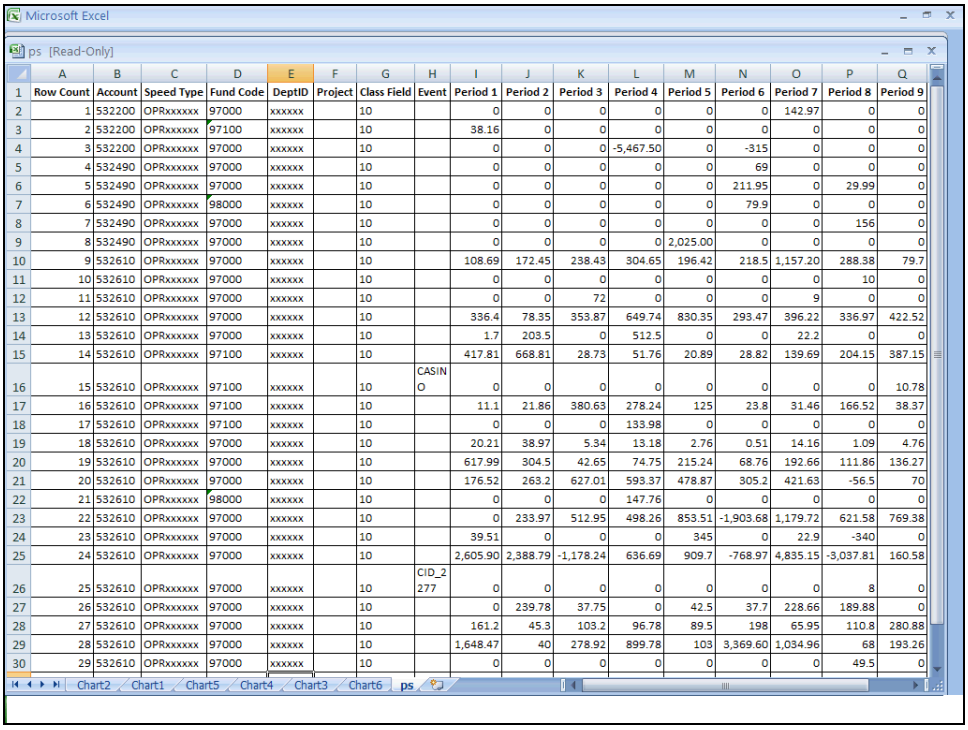
Step	Action
15.	Once you have set up your criteria and you would like to save the inquiry, click the **Save** button. 



Step	Action
16.	To view your information, click the **Search button**. 



Step	Action
17.	By default if you have chosen more than 3 periods the periods will be divided into Tabs across the top. For example, Period 0,1,2 is on the first tab, click the **Period 3,4,5** tab to see the next three periods and so forth.
18.	If you are planning to download the information to Excel, you will only download what is shown on the screen. To see all the Periods you have chosen, click the **Show all columns** button. Click the **Show all columns** button.
19.	Click the **Download** button.



Microsoft Excel

ps [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Row Count	Account	Speed Type	Fund Code	DeptID	Project	Class Field	Event	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
2	1	532200	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	142.97	0	0
3	2	532200	OPRxxxxxx	97100	xxxxxx		10		38.16	0	0	0	0	0	0	0	0
4	3	532200	OPRxxxxxx	97000	xxxxxx		10		0	0	0	-5,467.50	0	-315	0	0	0
5	4	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	69	0	0	0
6	5	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	211.95	0	29.99	0
7	6	532490	OPRxxxxxx	98000	xxxxxx		10		0	0	0	0	0	79.9	0	0	0
8	7	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	156	0
9	8	532490	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	2,025.00	0	0	0	0
10	9	532610	OPRxxxxxx	97000	xxxxxx		10		108.69	172.45	238.43	304.65	196.42	218.5	1,157.20	288.38	79.7
11	10	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	10	0
12	11	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	72	0	0	0	9	0	0
13	12	532610	OPRxxxxxx	97000	xxxxxx		10		336.4	78.35	353.87	649.74	830.35	293.47	396.22	336.97	422.52
14	13	532610	OPRxxxxxx	97000	xxxxxx		10		1.7	203.5	0	512.5	0	0	22.2	0	0
15	14	532610	OPRxxxxxx	97100	xxxxxx		10		417.81	668.81	28.73	51.76	20.89	28.82	139.69	204.15	387.15
16	15	532610	OPRxxxxxx	97100	xxxxxx		10	CASINO	0	0	0	0	0	0	0	0	10.78
17	16	532610	OPRxxxxxx	97100	xxxxxx		10		11.1	21.86	380.63	278.24	125	23.8	31.46	166.52	38.37
18	17	532610	OPRxxxxxx	97100	xxxxxx		10		0	0	0	133.98	0	0	0	0	0
19	18	532610	OPRxxxxxx	97000	xxxxxx		10		20.21	38.97	5.34	13.18	2.76	0.51	14.16	1.09	4.76
20	19	532610	OPRxxxxxx	97000	xxxxxx		10		617.99	304.5	42.65	74.75	215.24	68.76	192.66	111.86	136.27
21	20	532610	OPRxxxxxx	97000	xxxxxx		10		176.52	263.2	627.01	593.37	478.87	305.2	421.63	-56.5	70
22	21	532610	OPRxxxxxx	98000	xxxxxx		10		0	0	0	147.76	0	0	0	0	0
23	22	532610	OPRxxxxxx	97000	xxxxxx		10		0	233.97	512.95	498.26	853.51	-1,903.68	1,179.72	621.58	769.38
24	23	532610	OPRxxxxxx	97000	xxxxxx		10		39.51	0	0	0	345	0	22.9	-340	0
25	24	532610	OPRxxxxxx	97000	xxxxxx		10		2,605.90	2,388.79	-1,178.24	636.69	909.7	-768.97	4,835.15	-3,037.81	160.58
26	25	532610	OPRxxxxxx	97000	xxxxxx		10	CID_2277	0	0	0	0	0	0	0	8	0
27	26	532610	OPRxxxxxx	97000	xxxxxx		10		0	239.78	37.75	0	42.5	37.7	228.66	189.88	0
28	27	532610	OPRxxxxxx	97000	xxxxxx		10		161.2	45.3	103.2	96.78	89.5	198	65.95	110.8	280.88
29	28	532610	OPRxxxxxx	97000	xxxxxx		10		1,648.47	40	278.92	899.78	103	3,369.60	1,034.96	68	193.26
30	29	532610	OPRxxxxxx	97000	xxxxxx		10		0	0	0	0	0	0	0	49.5	0

Chart2 Chart1 Chart5 Chart4 Chart3 Chart6 ps

Step	Action
20.	This page is an example of information that has been downloaded to Excel.
21.	To return to your Criteria page, click the **Ledger Compare Criteria** link. Click the **Ledger Compare Criteria** link. Ledger Compare Criteria
22.	**End of Procedure.**

Voucher Inquiry Suite

The Voucher Inquiry Suite includes inquiring on a voucher, accounting entry or document status.

1. Voucher Inquiry - The Voucher Inquiry provides voucher information, such as invoice number, invoice date, voucher amount, Speedtype and Account information, and related vendor and payment information, etc.

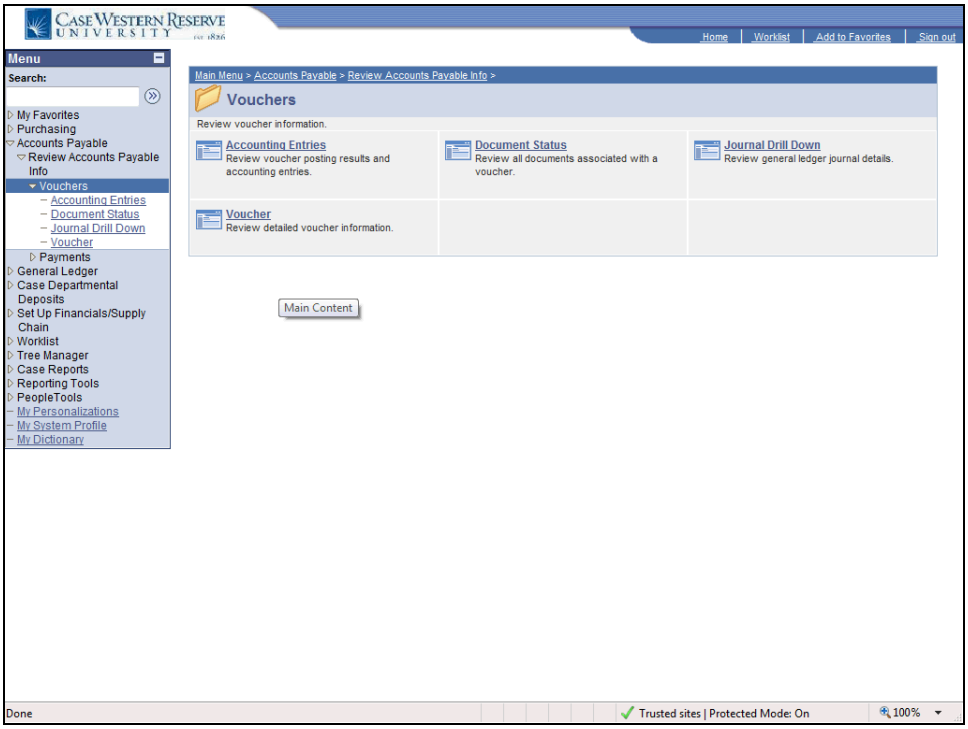
2. Voucher Accounting Entry - The voucher accounting entries page provides chartfields, accounting entry information for a voucher.

3. Voucher Document Status Inquiry - The Voucher Document Status Inquiry shows all the documents related to a voucher, such as PO, Requisition, Payment, or voucher.

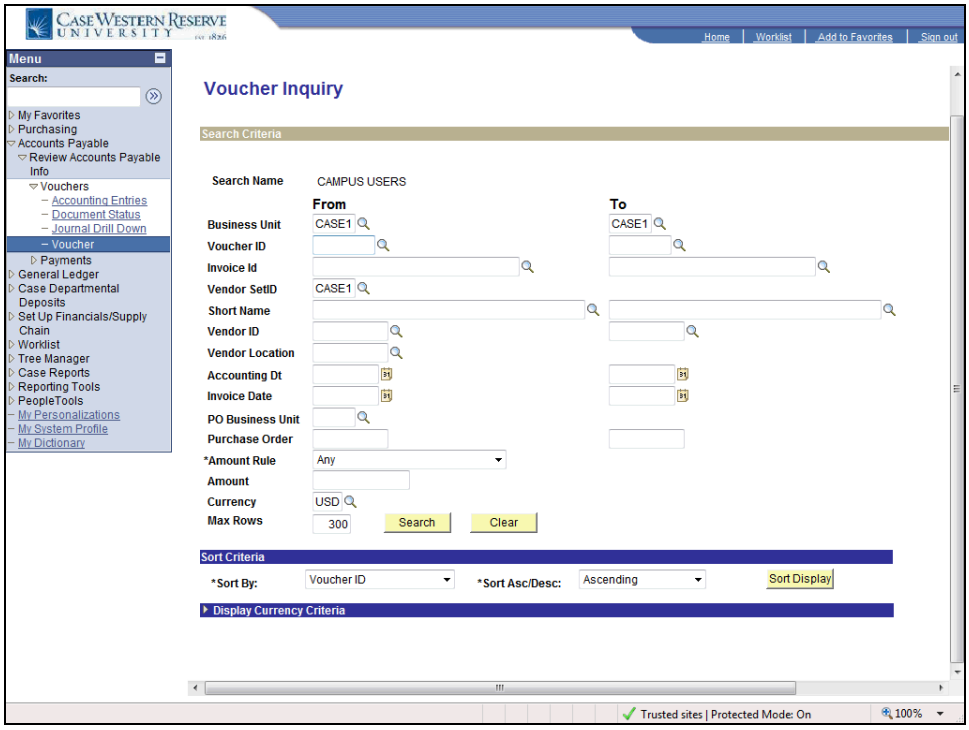
Using Voucher Inquiry

Procedure

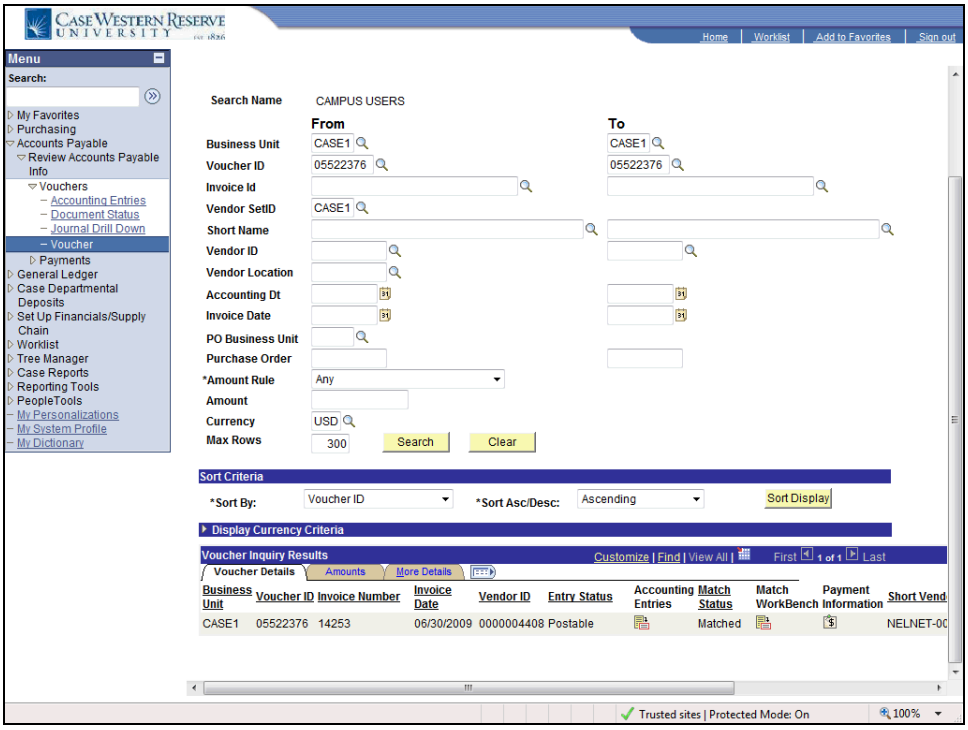
Step	Action
1.	Once logged into Financials Reporting, start by clicking the **Accounts Payable** link. Accounts Payable
2.	Click the **Review Accounts Payable Info** link. Review Accounts Payable Info
3.	Click the **Vouchers** link. Vouchers



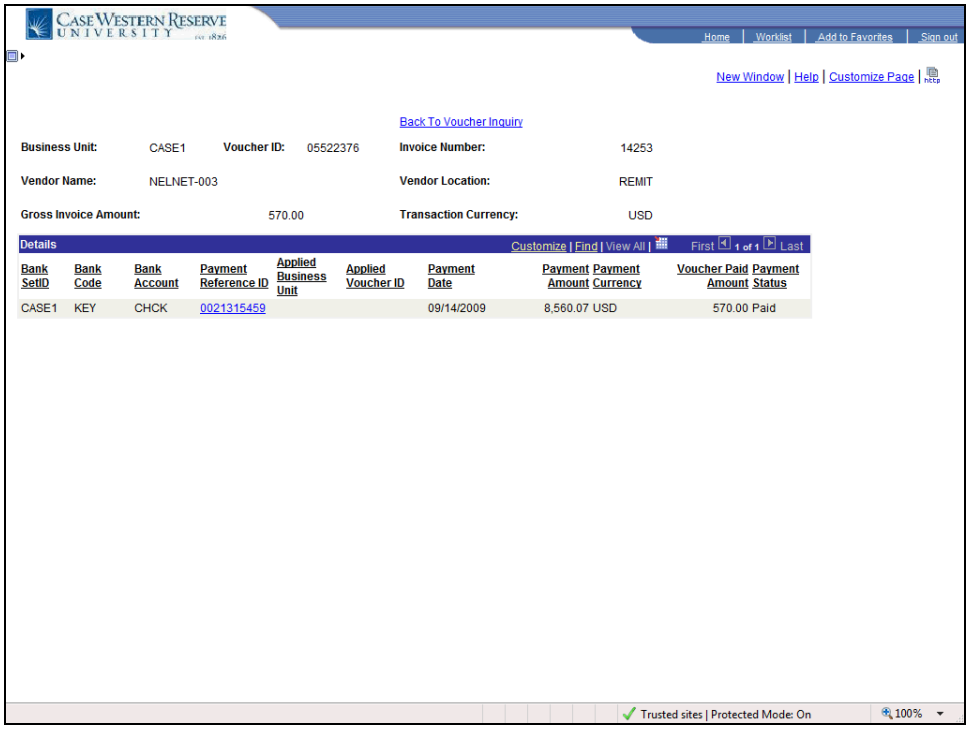
Step	Action
4.	Click the **Voucher** link. Voucher



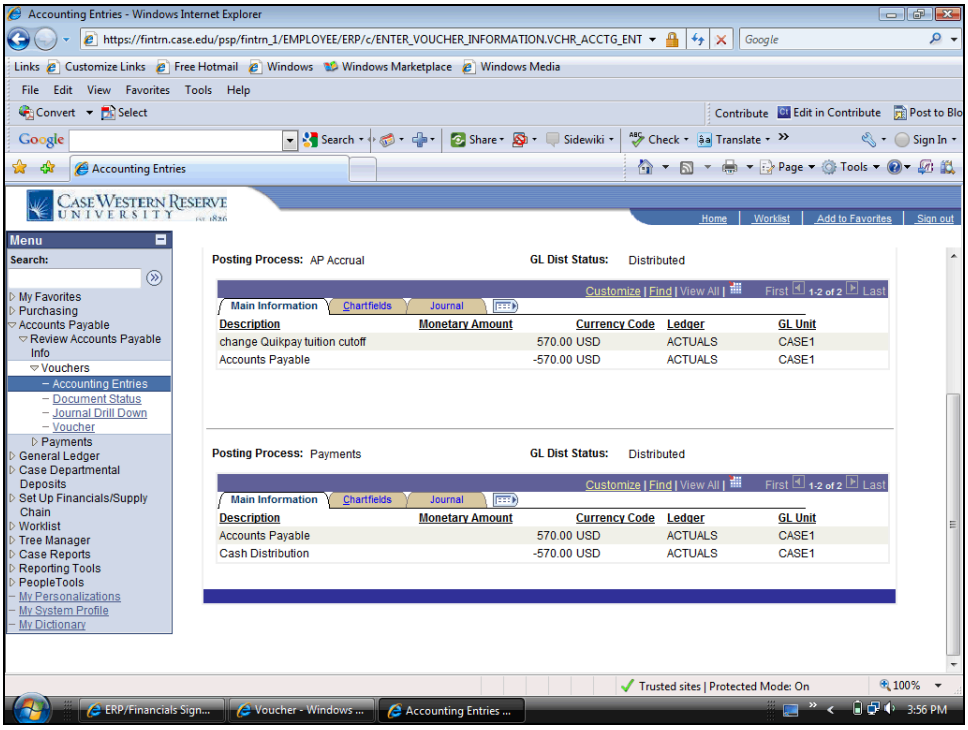
Step	Action
5.	The Voucher Inquiry Search Criteria screen appears. Searches can be done by voucher ID, invoice number, or search by vendor ID/ name in conjunction with Date Range or an Amount Rule. The first example is to search by voucher ID. Enter the Voucher number in the **Voucher ID** field.
6.	Click the **Search** button. Search
7.	Below the search criteria the search results appear. The **Voucher Details** tab contains information such as Voucher ID, Invoice number, Date, Vendor ID, Short Vendor Name, Accounting Entries, Payment Information, etc.. Voucher Details



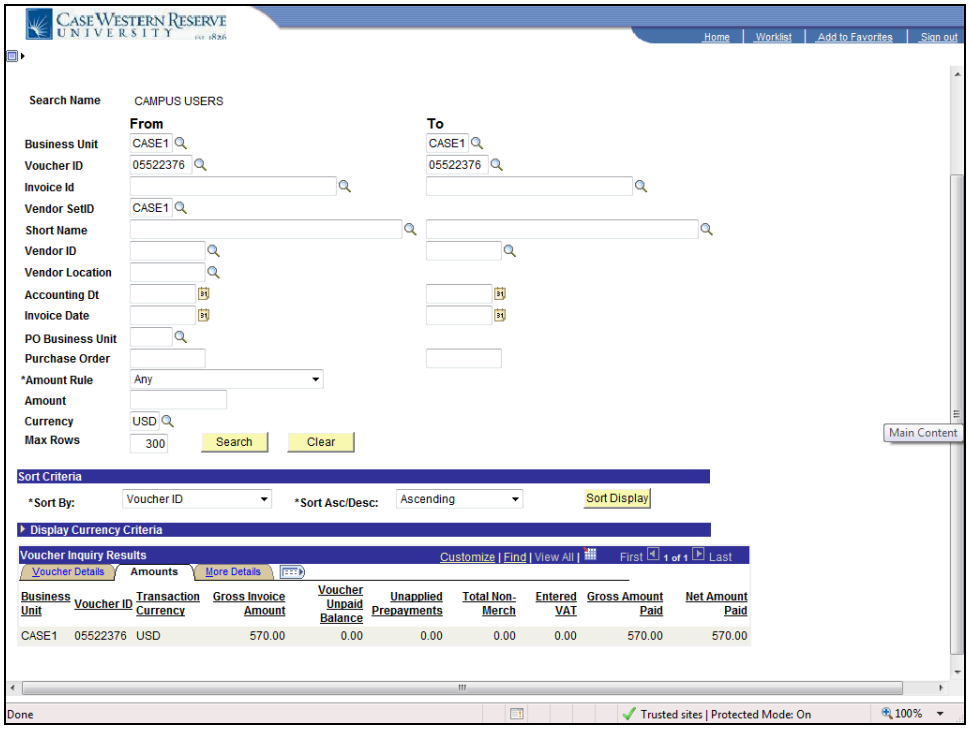
Step	Action
8.	To see the voucher payment information click the **Payment Info** icon on the far right.


Home | Worklist | Add to Favorites | Sign out
New Window | Help | Customize Page
Back To Voucher Inquiry
Business Unit: CASE1 Voucher ID: 05522376 Invoice Number: 14253
Vendor Name: NELNET-003 Vendor Location: REMIT
Gross Invoice Amount: 570.00 Transaction Currency: USD
Details
Customize | Find | View All | First 1 of 1 Last
Bank SetID | Bank Code | Bank Account | Payment Reference ID | Applied Business Unit | Applied Voucher ID | Payment Date | Payment Amount | Payment Currency | Voucher Paid Amount | Payment Status
CASE1 KEY CHCK 0021315459 09/14/2009 8,560.07 USD 570.00 Paid
Trusted sites | Protected Mode: On
100%

Step	Action
9.	The Payment information page appears and shows the check number (Payment Reference ID), Payment Date, Payment Amount (the entire check amount), Voucher Paid Amount, etc.
10.	Click the **Back To Voucher Inquiry** link. Back To Voucher Inquiry
11.	To view the Voucher Accounting Entries, click the **Acctg Entries** icon. A new window will open.
12.	Click the **View All** link to see all the accounting entries available. View All



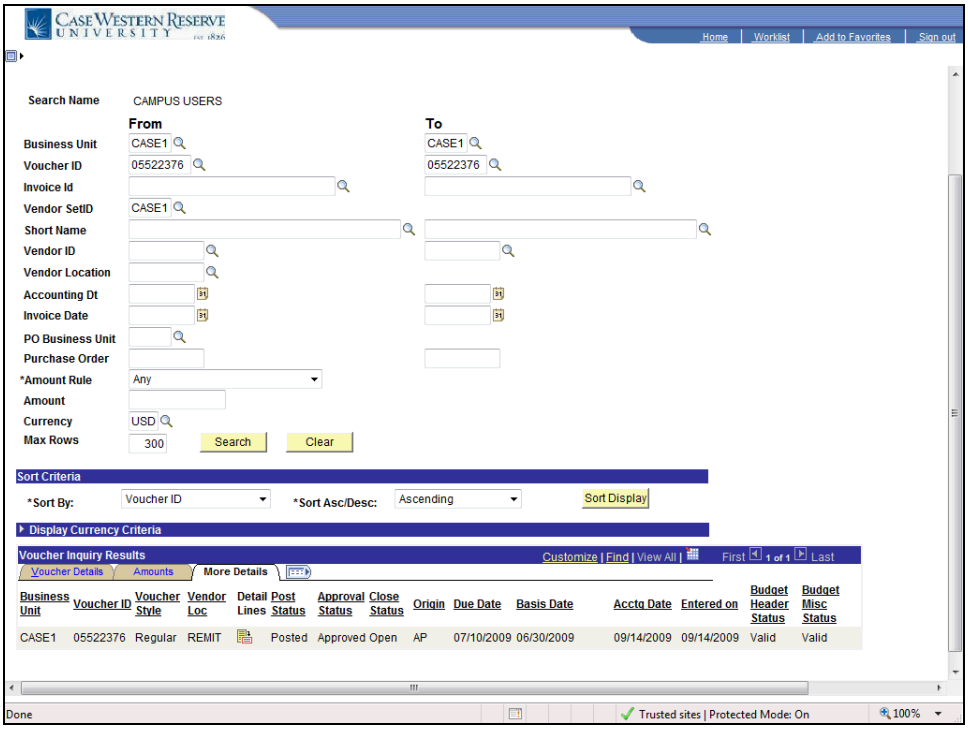
Step	Action
13.	After viewing the Accounting Entries, click the **Close** button to close the window and return to the Inquiry page.
14.	Click the **Amounts** tab to see the Gross Invoice Amount, Voucher Unpaid Balance, Gross Amount Paid, Net Amount Paid, etc. Amounts


Home | Worklist | Add to Favorites | Sign out
Search Name CAMPUS USERS
From
To
Business Unit CASE1 CASE1
Voucher ID 05522376 05522376
Invoice Id
Vendor SetID CASE1
Short Name
Vendor ID
Vendor Location
Accounting Dt
Invoice Date
PO Business Unit
Purchase Order
*Amount Rule Any
Amount
Currency USD
Max Rows 300 Search Clear
Main Content
Sort Criteria
*Sort By: Voucher ID
*Sort Asc/Desc: Ascending
Sort Display
Display Currency Criteria
Voucher Inquiry Results
Customize | Find | View All | First 1 of 1 Last
Voucher Details Amounts More Details
Business Unit Voucher ID Transaction Currency Gross Invoice Amount Voucher Unpaid Balance Unapplied Prepayments Total Non-Merch Entered VAT Gross Amount Paid Net Amount Paid
CASE1 05522376 USD 570.00 0.00 0.00 0.00 0.00 570.00 570.00
Done
Trusted sites | Protected Mode: On
100%

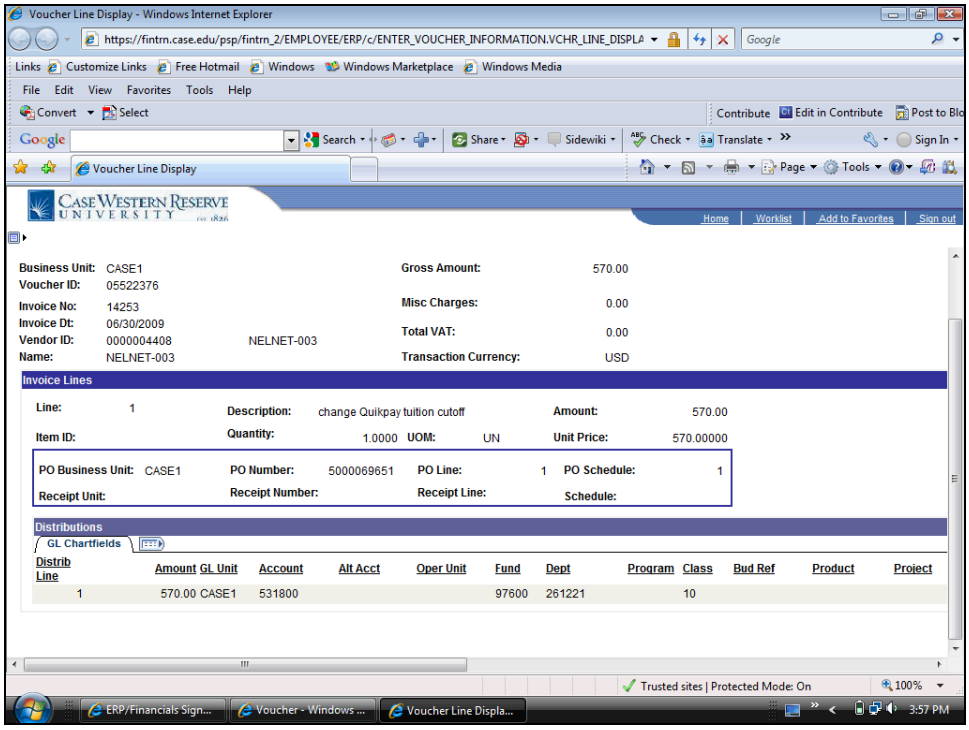
Step	Action
15.	Click the **More Details** tab to see the voucher Detail Lines information, various statuses, Due Date, Accounting Date, Entered On, etc.. More Details

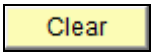
Below is an explanation of various dates listed on the More Details tab:

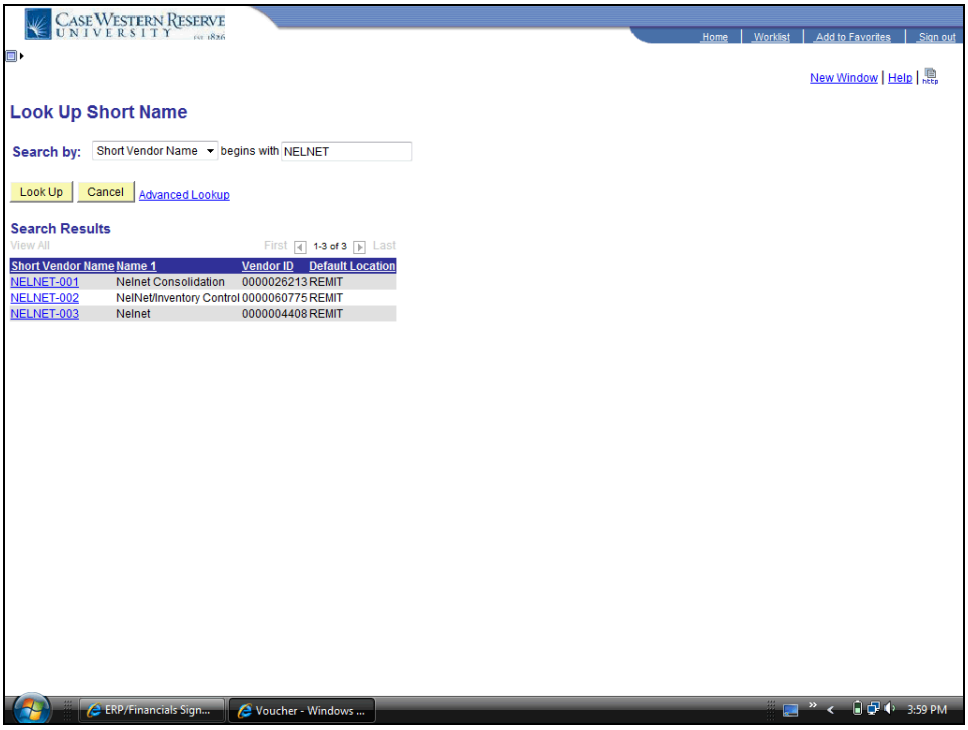
a. Due Date: This is the voucher Net Due date.
b. **Accounting Date:** This date defaults to the current date, the date when the voucher is entered in PeopleSoft. During year-end AP accrual, this date may be overwritten. For example, the Accounting Date could be 06/30/09 even though the voucher was entered on 07/02/09.
c. **Entered Date:** The date on which the voucher was entered.

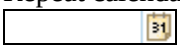

Home | Worklist | Add to Favorites | Sign out
Search Name CAMPUS USERS
From
To
Business Unit CASE1 CASE1
Voucher ID 05522376 05522376
Invoice Id
Vendor SetID CASE1
Short Name
Vendor ID
Vendor Location
Accounting Dt
Invoice Date
PO Business Unit
Purchase Order
*Amount Rule Any
Amount
Currency USD
Max Rows 300 Search Clear
Sort Criteria
*Sort By: Voucher ID *Sort Asc/Desc: Ascending Sort Display
Display Currency Criteria
Voucher Inquiry Results
Customize | Find | View All | First 1 of 1 Last
Voucher Details Amounts More Details
Business Unit Voucher ID Voucher Style Vendor Loc Detail Lines Post Status Approval Status Close Status Origin Due Date Basis Date Acctg Date Entered on Budget Header Status Budget Misc Status
CASE1 05522376 Regular REMIT Posted Approved Open AP 07/10/2009 06/30/2009 09/14/2009 09/14/2009 Valid Valid
Done
Trusted sites | Protected Mode: On
100%

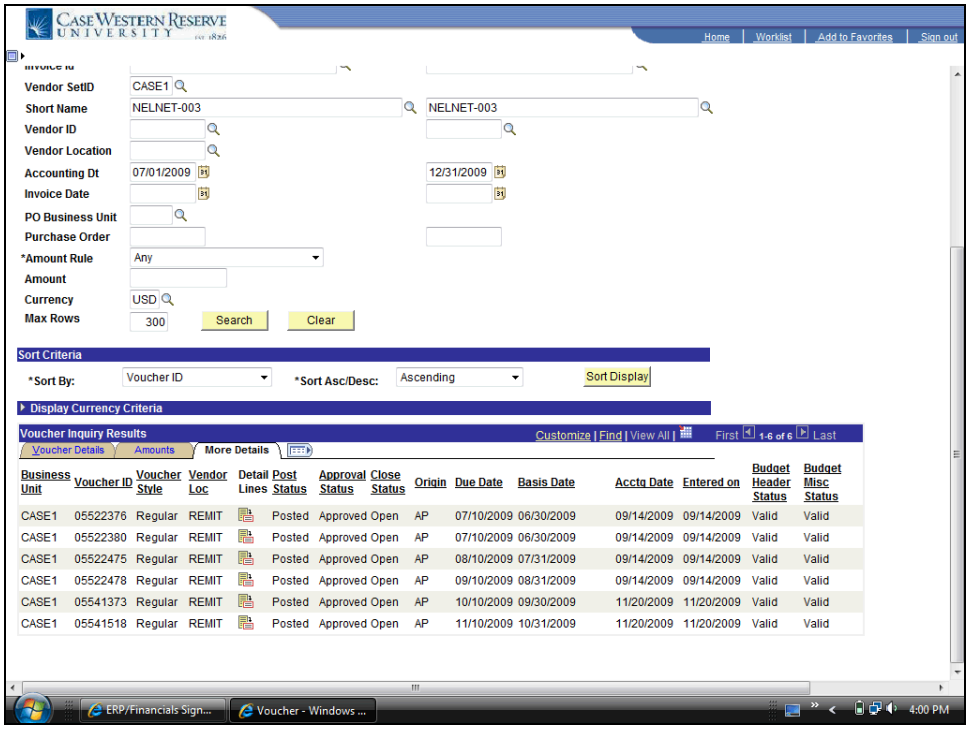
Step	Action
16.	Click the **Detail Lines** icon to see the Voucher Line description, amount and chartfield information. A new window will open.



Step	Action
17.	The Voucher Details window opens. To view the full chartfield scroll to the right on the Chartfield tab.
18.	Use the Customize link (see Appendix) to arrange the Chartfields to better suite your searches. Close this window to return to the Voucher Inquiry search criteria page.
19.	To start a new search, click the **Clear** button. 
20.	To search by Vendor short name and Accounting Date range, enter a vendor name in the **Short Name** field. Click in the **Short Name** field.
21.	To lookup a name, click the **Look up** icon.


CASE WESTERN RESERVE UNIVERSITY
Home | Worklist | Add to Favorites | Sign out
New Window | Help |
Look Up Short Name
Search by: Short Vendor Name begins with NELNET
Look Up Cancel Advanced Lookup
Search Results
View All First 1-3 of 3 Last
Short Vendor Name Name 1 Vendor ID Default Location
NELNET-001 Nelnet Consolidation 0000026213 REMIT
NELNET-002 NelNet/Inventory Control 0000060775 REMIT
NELNET-003 Nelnet 0000004408 REMIT
ERP/Financials Sign...
Voucher - Windows ...
3:59 PM

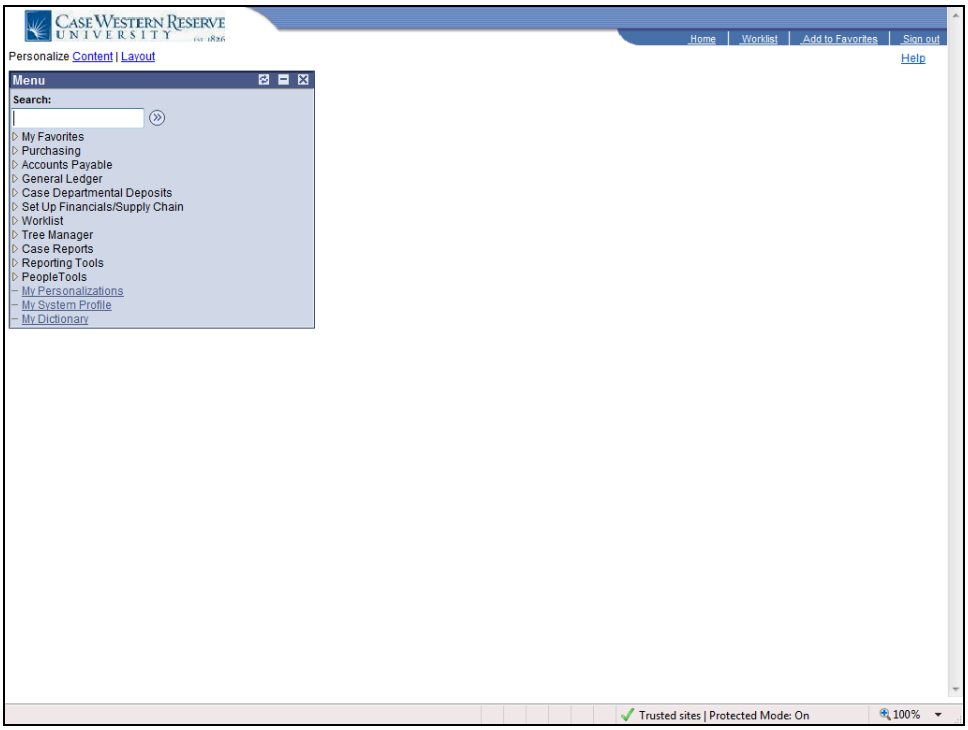
Step	Action
22.	Choose the vendor by clicking on the **Short Vendor Name** link. NELNET-003
23.	Enter the **From Accounting Date** by clicking the calendar icon to **Choose a date**.
24.	Select the correct month and year and choose a date.
25.	Repeat calendar date process for the **To** date. 
26.	Click the **Search** button. The results will show below the Search Criteria.



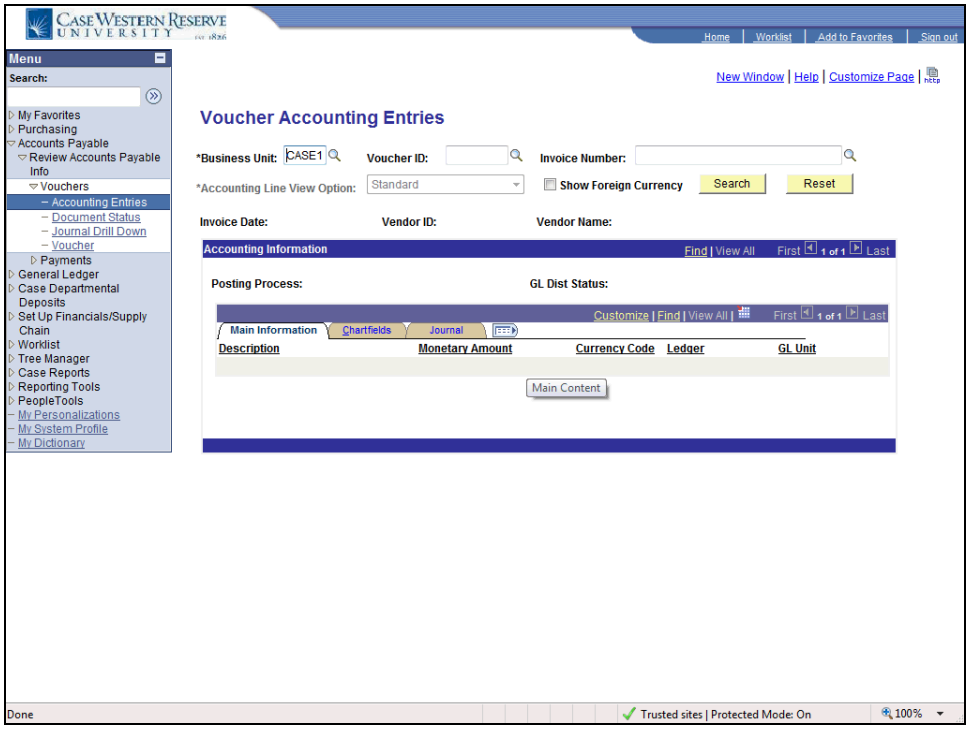
Step	Action
27.	View all **Voucher Details** by clicking the Voucher Details tab. Use the View All link to see everything.
28.	**End of Procedure.**

Voucher Accounting Entry

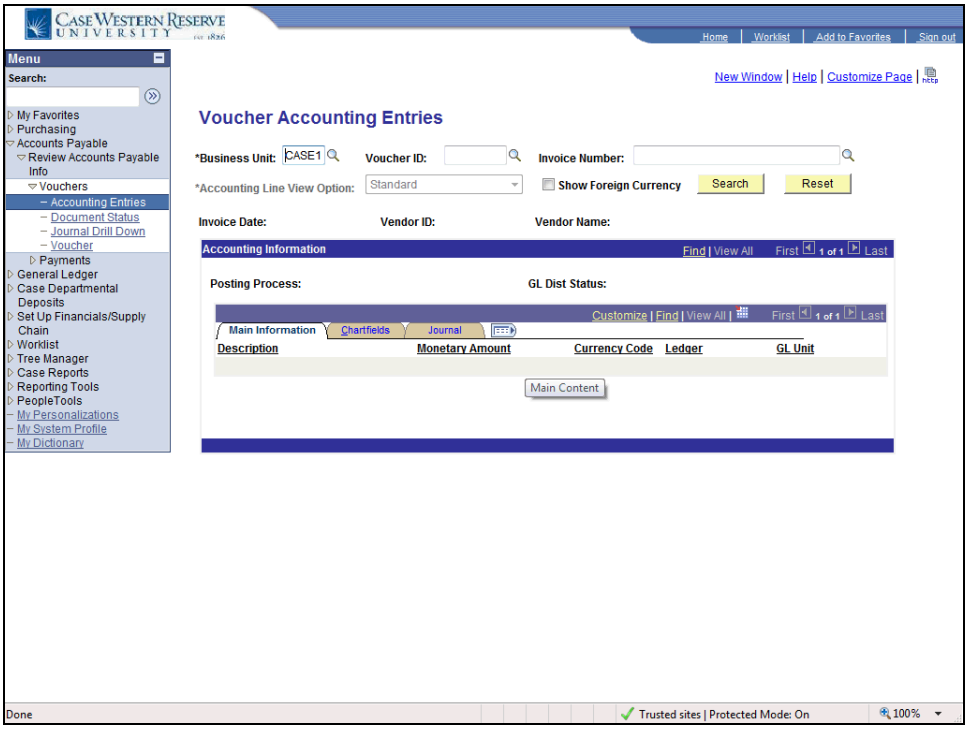
Procedure

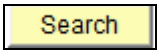


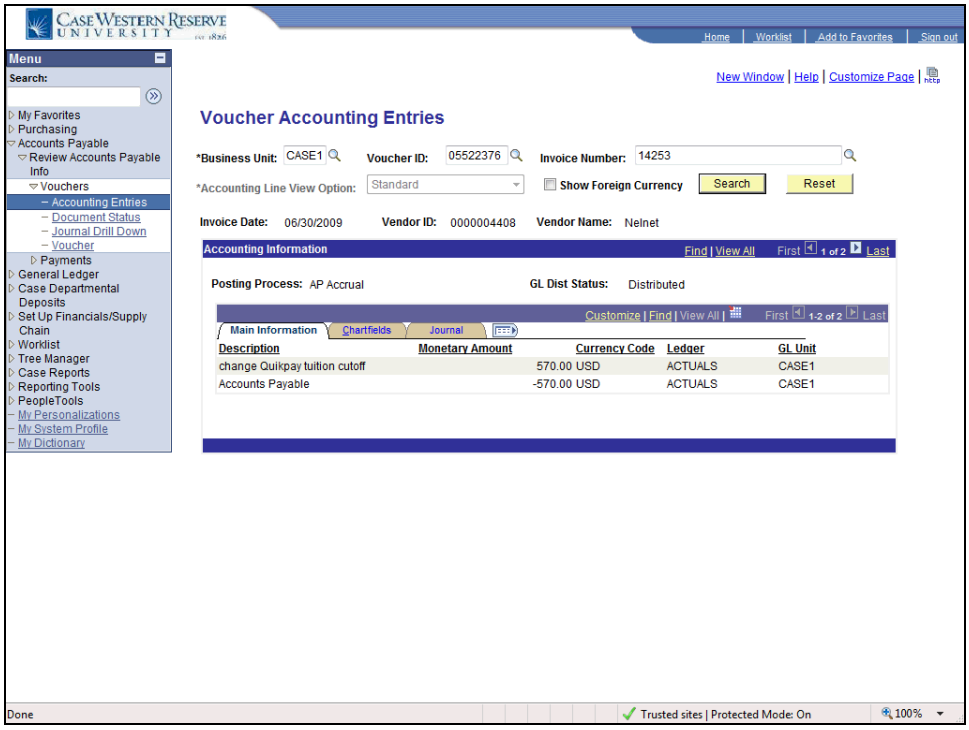
Step	Action
1.	Once logged into Financials Reporting, start by clicking the **Accounts Payable** link. ▷ Accounts Payable
2.	Click the **Review Accounts Payable Info** link. ▷ Review Accounts Payable Info
3.	Click the **Vouchers** link. ▷ Vouchers
4.	Click the **Accounting Entries** link. Accounting Entries



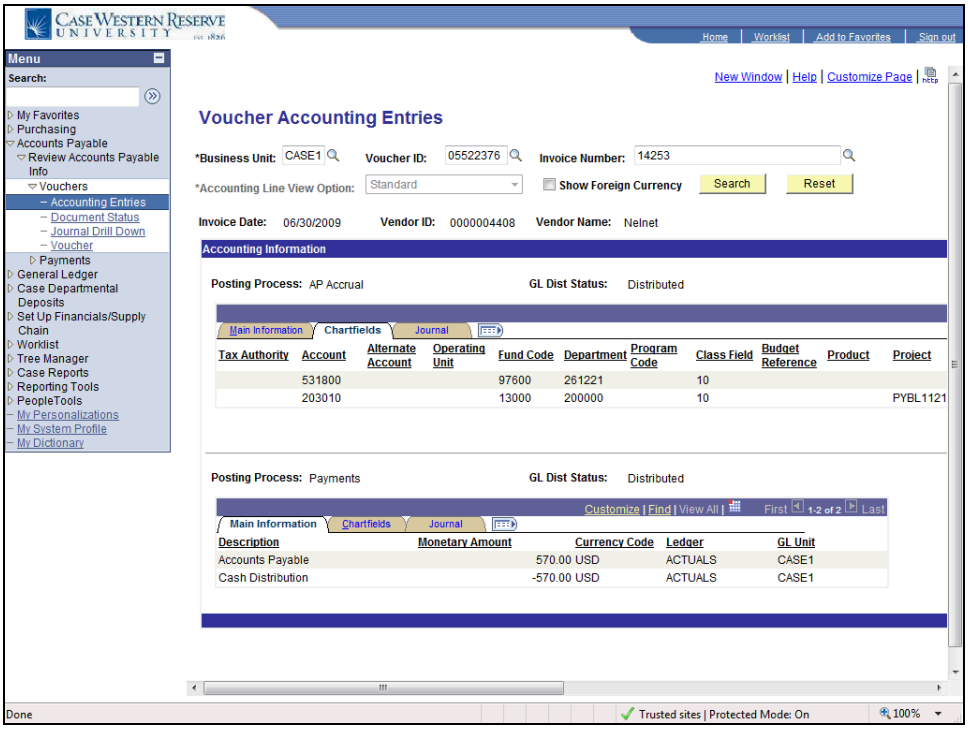
Step	Action
5.	The Voucher Accounting Entries page appears. Enter the Voucher ID in the **Voucher ID** field. Voucher ID:



Step	Action
6.	Click the **Search** button. 
7.	Use the **Look up** icon to look up a partial voucher to see a list.



Step	Action
8.	Click the **View All** link to see all the accounting entries for a voucher. In the example below, you see accounting entries for AP Accrual and Payments. . View All
9.	Click the **Chartfields** tab to see the detailed chartfield information. Chartfields


Home | Worklist | Add to Favorites | Sign out
Menu
Search:
My Favorites
Purchasing
Accounts Payable
Review Accounts Payable Info
Vouchers
Accounting Entries
Document Status
Journal Drill Down
Voucher
Payments
General Ledger
Case Departmental Deposits
Set Up Financials/Supply Chain
Worklist
Tree Manager
Case Reports
Reporting Tools
PeopleTools
My Personalizations
My System Profile
My Dictionary
New Window | Help | Customize Page
Voucher Accounting Entries
*Business Unit: CASE1
Voucher ID: 05522376
Invoice Number: 14253
*Accounting Line View Option: Standard
Show Foreign Currency
Search
Reset
Invoice Date: 06/30/2009
Vendor ID: 0000004408
Vendor Name: Nelnet
Accounting Information
Posting Process: AP Accrual
GL Dist Status: Distributed
Main Information | Chartfields | Journal
Tax Authority | Account | Alternate Account | Operating Unit | Fund Code | Department | Program Code | Class Field | Budget Reference | Product | Project
531800 | 97600 | 261221 | 10
203010 | 13000 | 200000 | 10 | PYBL1121
Posting Process: Payments
GL Dist Status: Distributed
Customize | Find | View All | First 1-2 of 2 Last
Main Information | Chartfields | Journal
Description | Monetary Amount | Currency Code | Ledger | GL Unit
Accounts Payable | 570.00 USD | ACTUALS | CASE1
Cash Distribution | -570.00 USD | ACTUALS | CASE1
Done
Trusted sites | Protected Mode: On
100%

Step	Action
10.	Click the **Chartfields** tab. Chartfields
11.	Click the **Journal** tab to see the journal ID, journal Date, and etc. The Journal ID, Line and Date will appear on the Journal tab if the voucher accounting information has been passed to General Ledger. Budget Date and Budget Status also appear on this page. Journal

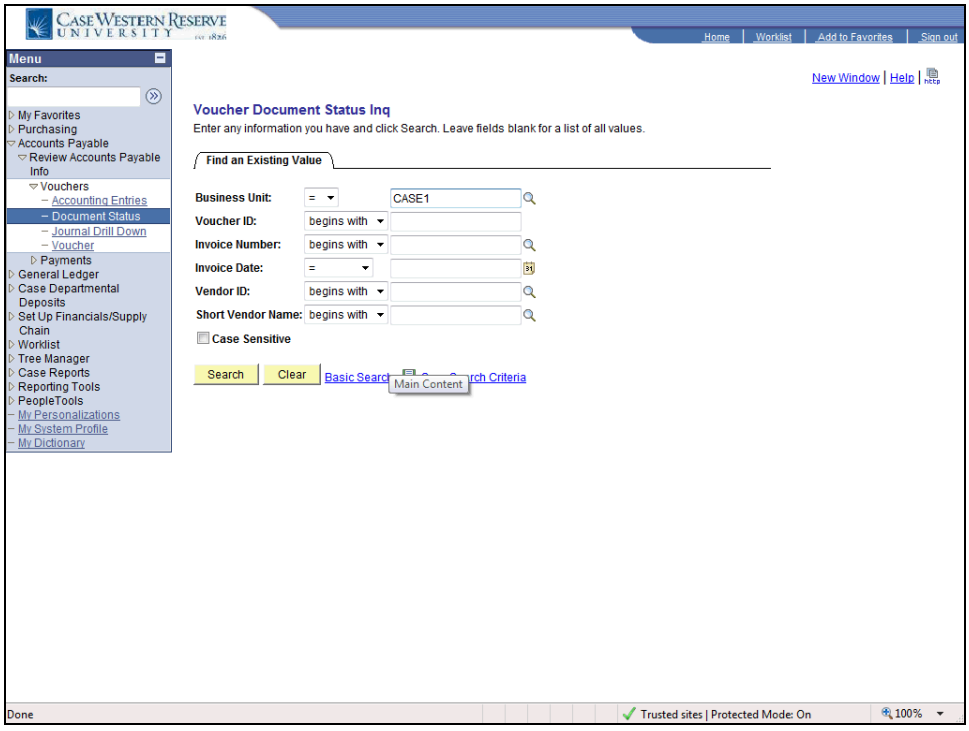
The Journal ID for AP Accrual is APxxxxxxxx. The Journal ID for AP Payment is PYxxxxxxxx. The Journal ID for Voucher Closure is APxxxxxxxx. The Journal ID for Payment Cancellation is APxxxxxxxx.

Step	Action
12.	**End of Procedure.**

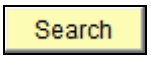
Voucher Document Status Inquiry

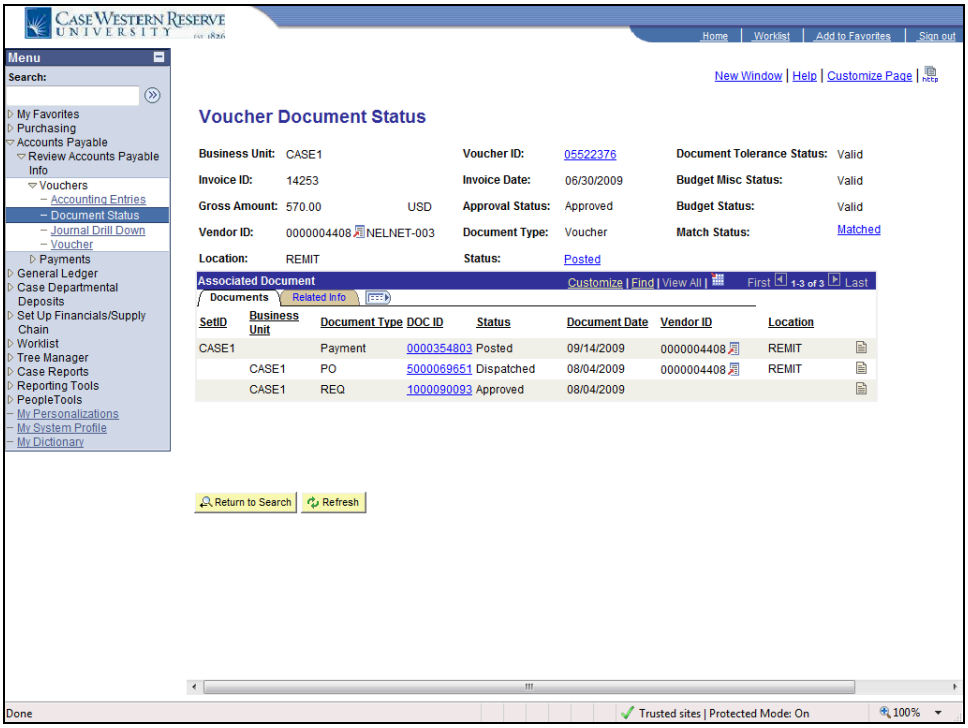
Procedure

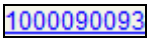
Step	Action
1.	Once logged into Financials Reporting, start by clicking the **Accounts Payable** link. Click the **Review Accounts Payable Info** link. ▷ Review Accounts Payable Info
2.	Click the **Vouchers** link. ▷ Vouchers
3.	Click the **Document Status** link. Document Status



Step	Action
4.	The **Voucher Document Status Inq** search screen appears. Enter the Voucher ID in the **Voucher ID** field.

Step	Action
5.	Click the **Search** button. 



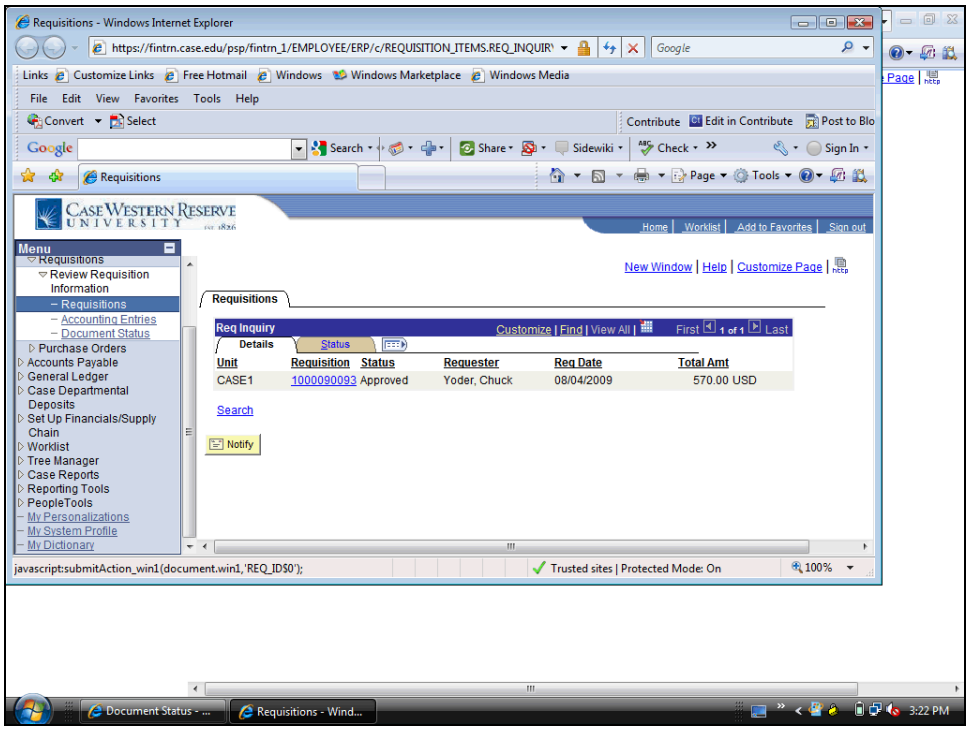
Step	Action
6.	The **Voucher Document Status** page appears. All associated documents are shown. On this page you can link to the **Voucher ID**, Check the **Matched Status**, and the Status, if it has been **Posted**.
7.	Click the **DOC ID** link for the **Document Type** REQ. 

The DOC IDs for the Payment Document Type are NOT check numbers.

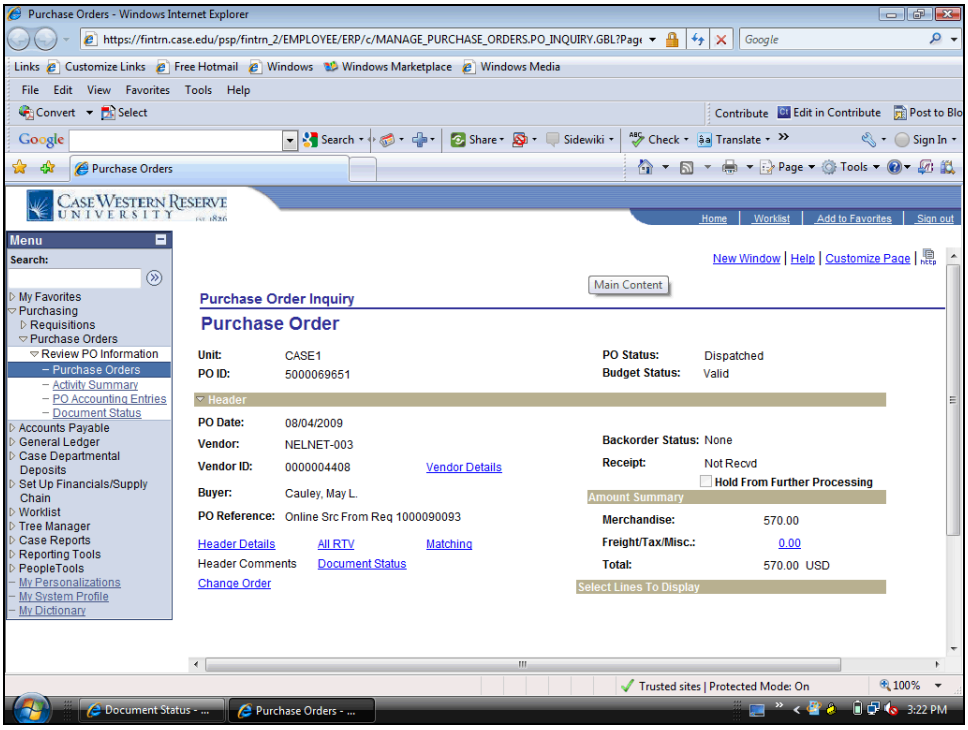
Click on the **DOC ID** link to take you to that document's inquiry page.
A second window is opened.

The inquiry page for that Document Type is displayed.

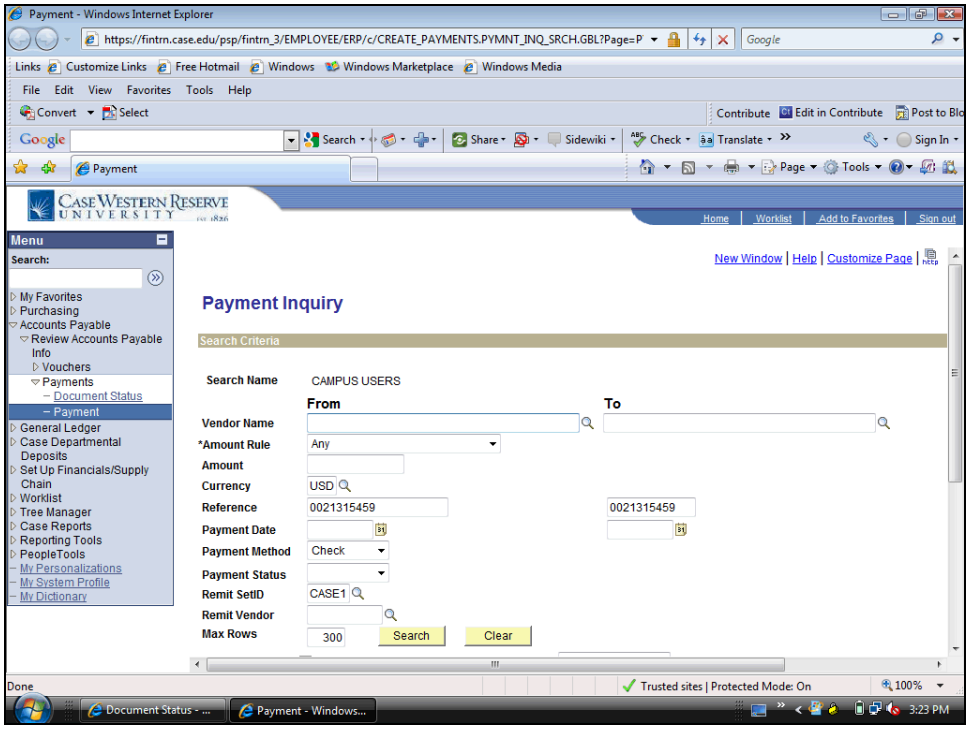
Req	Requisitions Inquiry page
PO	PO Inquiry page
Voucher	Voucher Inquiry page
Payment	Payment Inquiry page



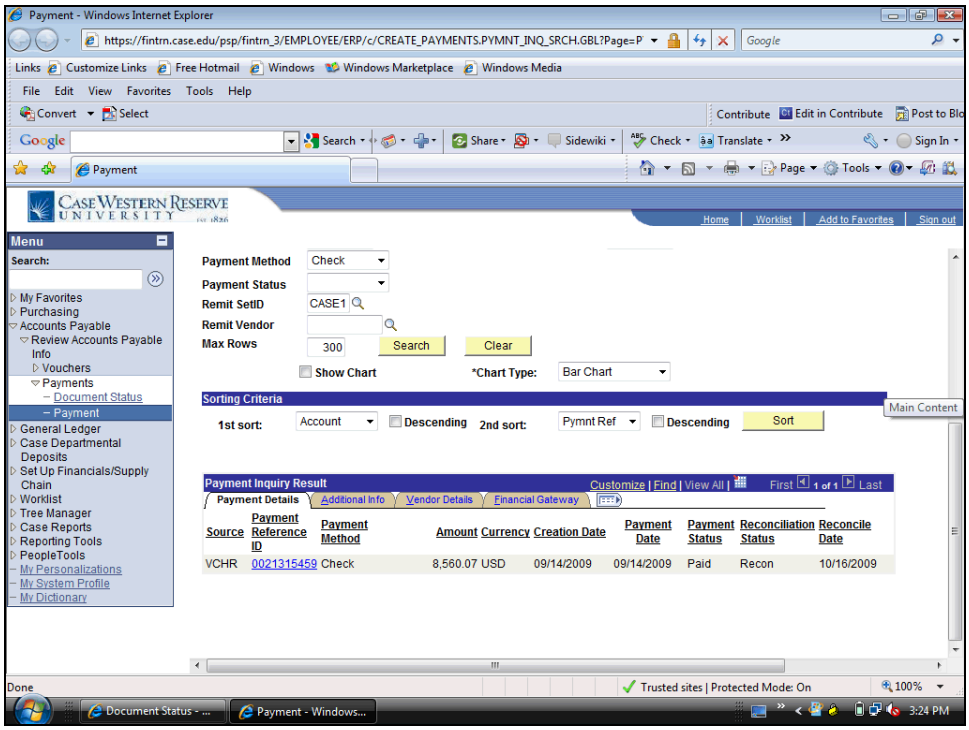
Step	Action
8.	A new window opens and the Requisitoins page appears. When you have completed your review of the document, close the window by clicking on the X.
9.	Close the Window and then choose the **DOC ID** link for **Document Type** PO 5000069651



Step	Action
10.	A new window opens and the **Purchase Order Inquiry** page appears. When you have completed your review of the document, close the window by clicking on the X.
11.	Close the new window. Click **DOC ID** link for the **Document Type** Payment. 0000354803



Step	Action
12.	The Payment Inquiry page opens a new window and the information appears below the Search Criteria.



Step	Action
13.	Note that the **Payment Reference ID** is the Check number.
14.	**End of Procedure.**

Payment Inquiry Suite

The payment inquiry suite includes Payment Inquiry and Payment Document Status Inquiry.

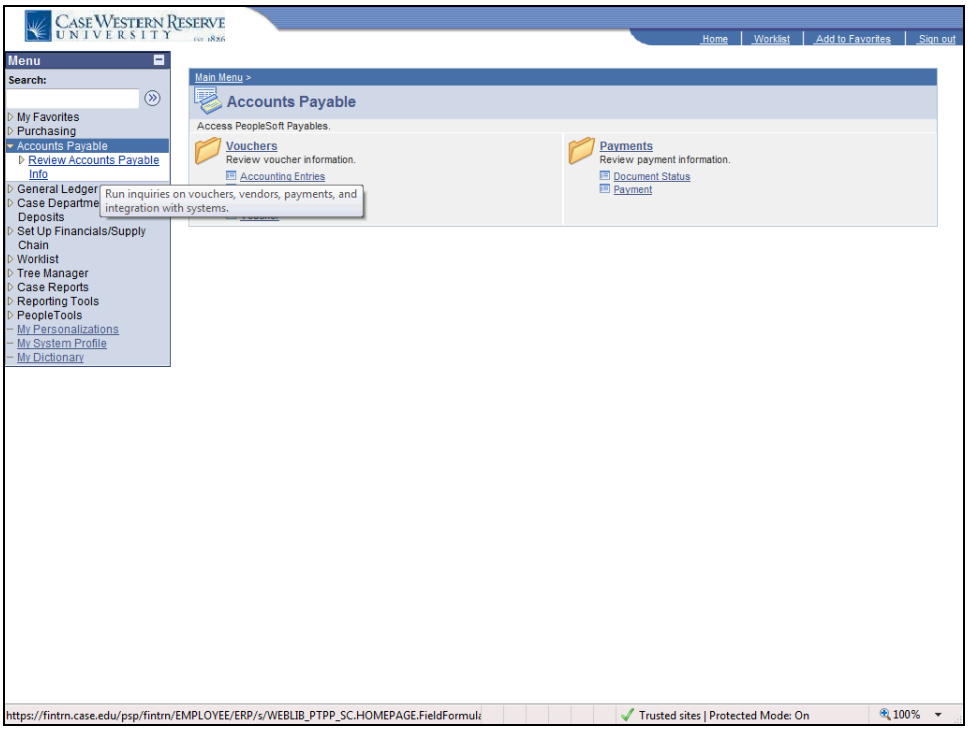
1. Payment Inquiry - The payment inquiry provides information for a payment, such as voucher ID, vendor name, vendor ID, payment amount, payment date, payment status, etc.

2. Payment Document Status Inquiry - The Payment Document Status Inquiry shows all the documents related to a payment, such as voucher, Po, requisition, etc.

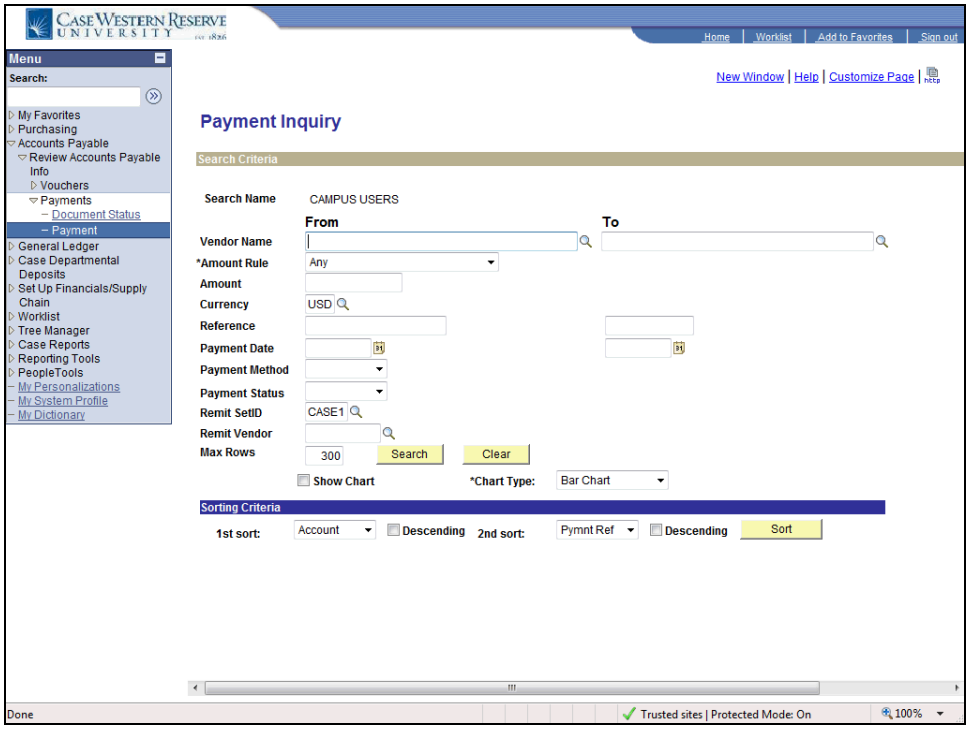
Payment Inquiry

Procedure

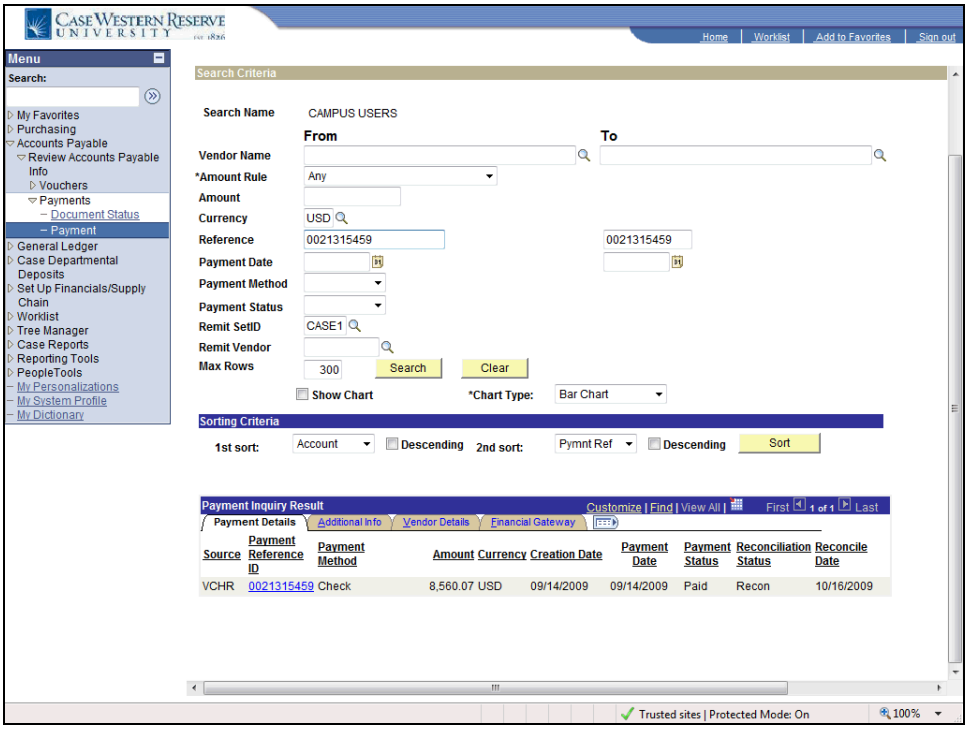
Once logged into Financials Reporting, start by clicking the **Accounts Payable** link.



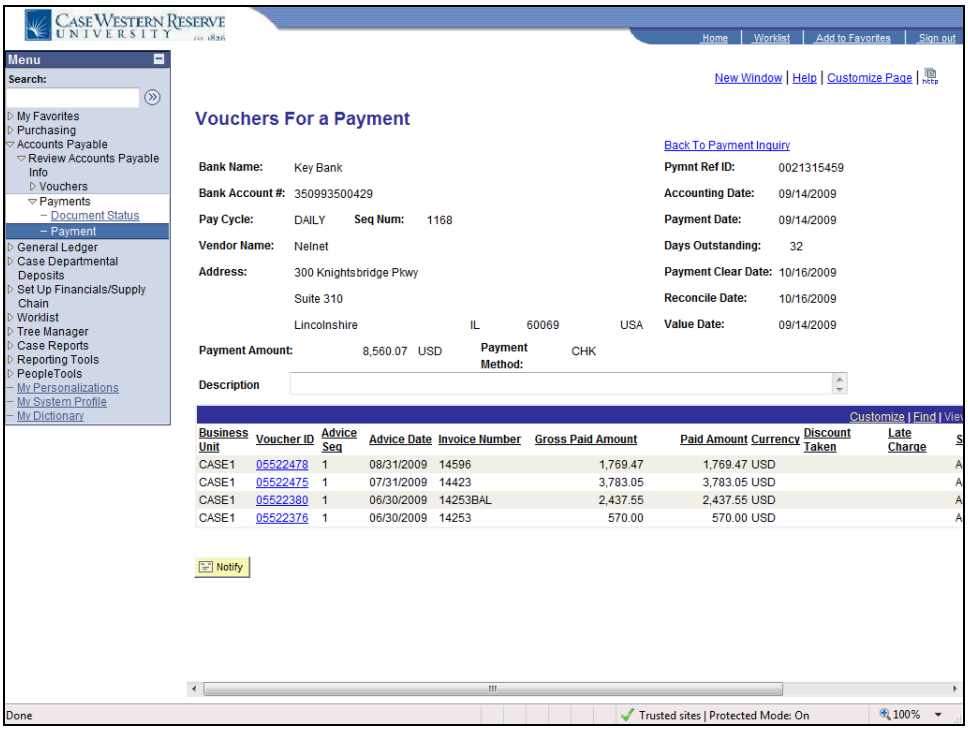
Step	Action
1.	Click the **Review Accounts Payable Info** link. ▷ Review Accounts Payable Info
2.	Click the **Payments** link. ▷ Payments
3.	Click the **Payment** link. Payment



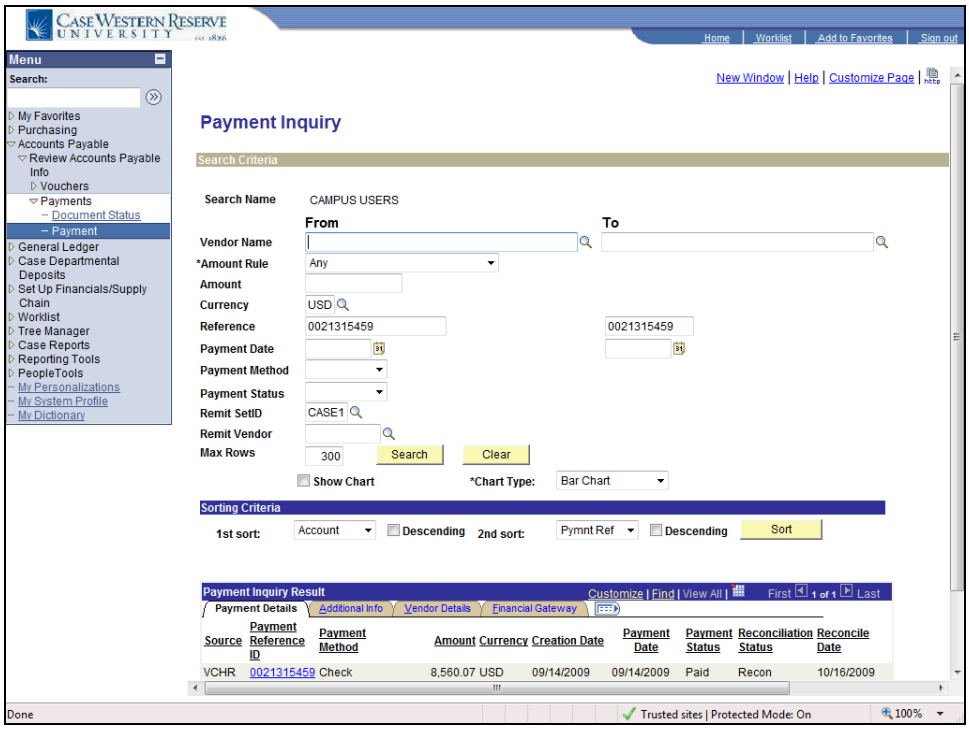
Step	Action
4.	The **Payment Inquiry** page appears. You might search by check number to review all the vouchers paid by this check. You might also search by Vendor in conjunction with an Amount Rule or payment Date. For this example, Enter the check number in the **Reference** field.
5.	Click the **Search** button.



Step	Action
6.	The Payment Inquiry results appear below the Search Criteria section. Click the **Payment Reference ID** link (check number).

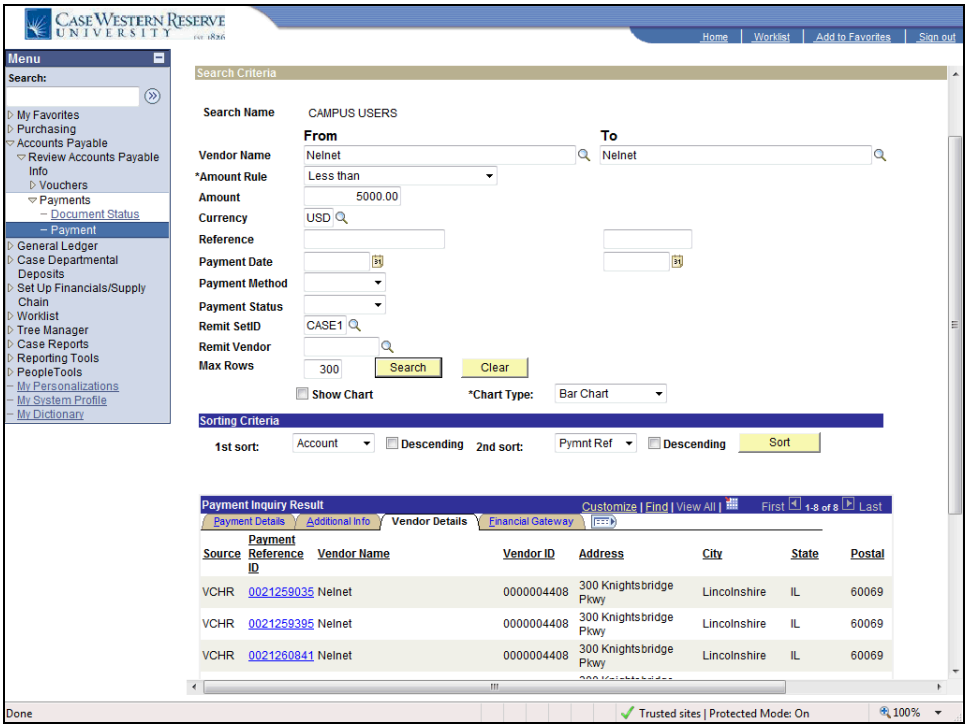

Home | Worklist | Add to Favorites | Sign out
Menu
Search:
My Favorites
Purchasing
Accounts Payable
Review Accounts Payable Info
Vouchers
Payments
Document Status
Payment
General Ledger
Case Departmental Deposits
Set Up Financials/Supply Chain
Worklist
Tree Manager
Case Reports
Reporting Tools
PeopleTools
My Personalizations
My System Profile
My Dictionary
New Window | Help | Customize Page
Vouchers For a Payment
Back To Payment Inquiry
Bank Name: Key Bank
Bank Account #: 350993500429
Pay Cycle: DAILY Seq Num: 1168
Vendor Name: NeInet
Address: 300 Knightsbridge Pkwy
Suite 310
Lincolnshire IL 60069 USA
Payment Amount: 8,560.07 USD
Payment Method: CHK
Description
Pymnt Ref ID: 0021315459
Accounting Date: 09/14/2009
Payment Date: 09/14/2009
Days Outstanding: 32
Payment Clear Date: 10/16/2009
Reconcile Date: 10/16/2009
Value Date: 09/14/2009
Customize | Find
Business Unit | Voucher ID | Advice Seq | Advice Date | Invoice Number | Gross Paid Amount | Paid Amount | Currency | Discount Taken | Late Charge
CASE1 | 05522478 | 1 | 08/31/2009 | 14596 | 1,769.47 | 1,769.47 | USD
CASE1 | 05522475 | 1 | 07/31/2009 | 14423 | 3,783.05 | 3,783.05 | USD
CASE1 | 05522380 | 1 | 06/30/2009 | 14253BAL | 2,437.55 | 2,437.55 | USD
CASE1 | 05522376 | 1 | 06/30/2009 | 14253 | 570.00 | 570.00 | USD
Notify
Done
Trusted sites | Protected Mode: On
100%

Step	Action
7.	The **Vouchers for a Payment** page appears. This page displays the check number, payment date and payment amount, vendor name and address, related voucher IDs and the amount paid on each voucher.
8.	To return to the Payment Inquiry page click the **Back To Payment Inquiry** link. Back To Payment Inquiry



Step	Action
9.	Click the **Vendor Details** tab to see information about the vendor such as address. Vendor Details
10.	To start a new search, click the **Clear** button. Clear
11.	Searching can also be done by Vendor Name and Amount Rule. Enter the vendor name in the **Vendor Name** field.
12.	To find the correct vendor use the **Look up Vendor Name icon.**
13.	Choose a rule from the **Amount Rule** drop down list, such as Less than.
14.	Enter the desired amount into the **Amount** field.

Step	Action
15.	Click the **Search** button. Search



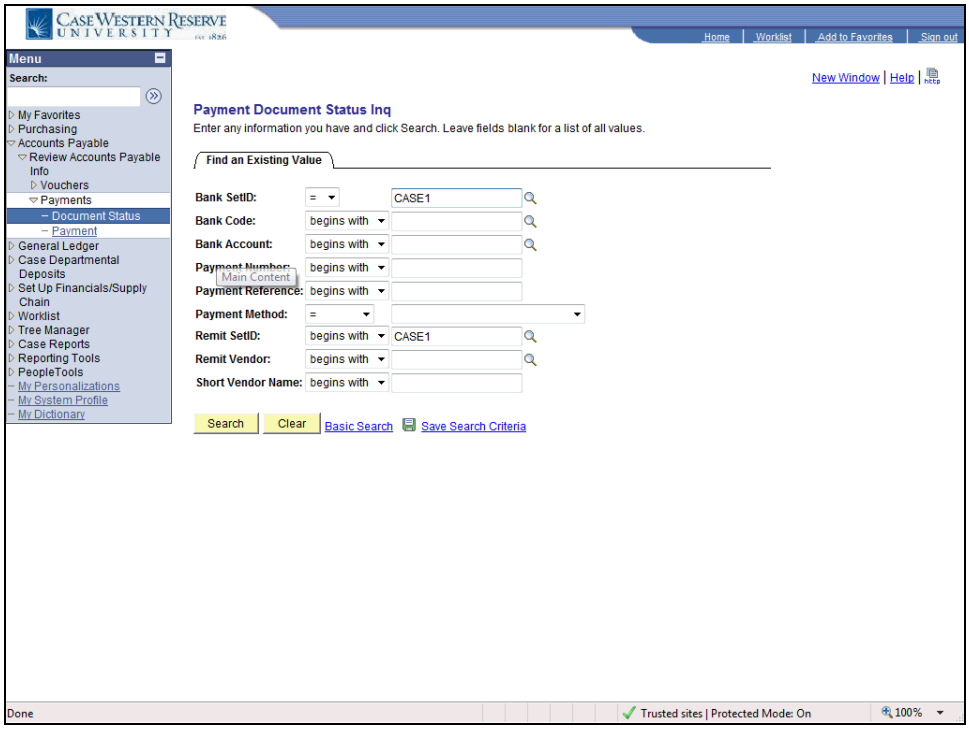
Step	Action
16.	The Results will show below the search criteria. Click the **Payment Details** tab to see the Payment Reference ID (Check #), Payment Method, Amount, Payment Date, Payment Status, Reconciliation Status and Date. Payment Details
17.	Click the **Additional Info** tab tab to see bank account information. Additional Info
18.	Click the **Vendor Details** tab to see the Payment Reference ID (Check #), and Vendor information. Vendor Details
19.	**End of Procedure.**

Payment Document Status Inquiry

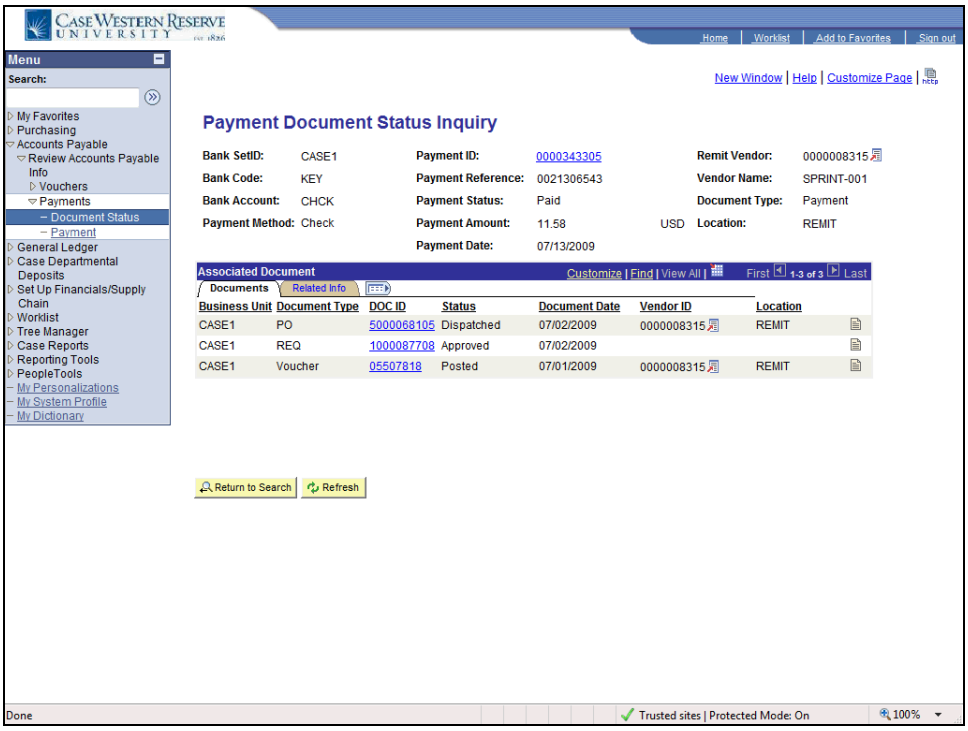
Procedure

Once logged into Financials Reporting, start by clicking the **Accounts Payable** link.

Step	Action
1.	Click the **Review Accounts Payable Info** link. ▷ Review Accounts Payable Info
2.	Click the **Payments** link. ▷ Payments
3.	Click the **Document Status** link. Document Status



Step	Action
4.	The **Payment Document Status Inq** search page appears. Payment Document Status Inq
5.	Enter the check number in the **Payment Reference** field.
6.	Click the **Search** button. Search



Step	Action
7.	The Payment Document Status Inquiry page appears. The **Documents** tab shows documents associated with this check number. **Documents**

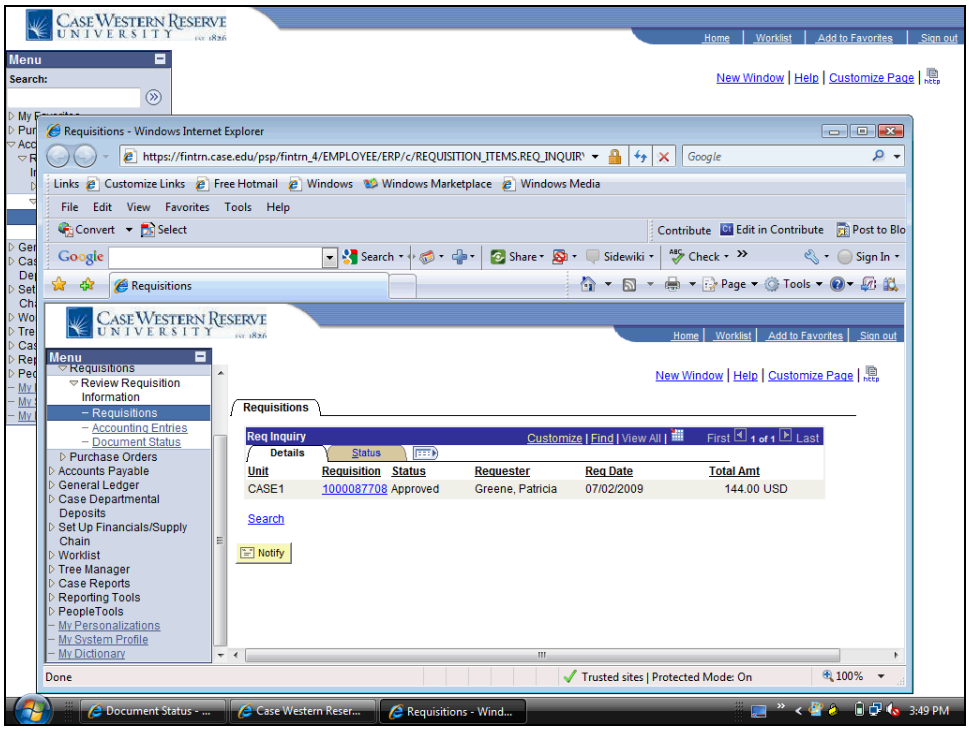
The DOC IDs for the Payment Document Type are NOT check numbers.

Click on the **DOC ID** link to take you to that document's inquiry page.
A second window is opened.

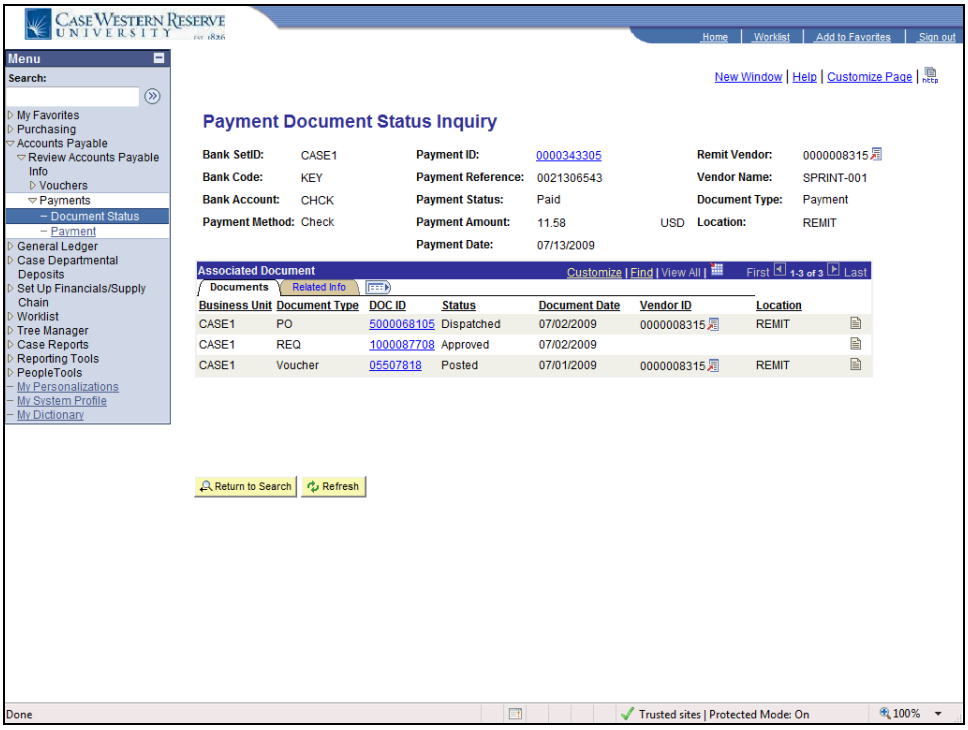
The inquiry page for that Document Type is displayed.

Req	Requisitions Inquiry page
PO	PO Inquiry page
Voucher	Voucher Inquiry page
Payment	Payment Inquiry page

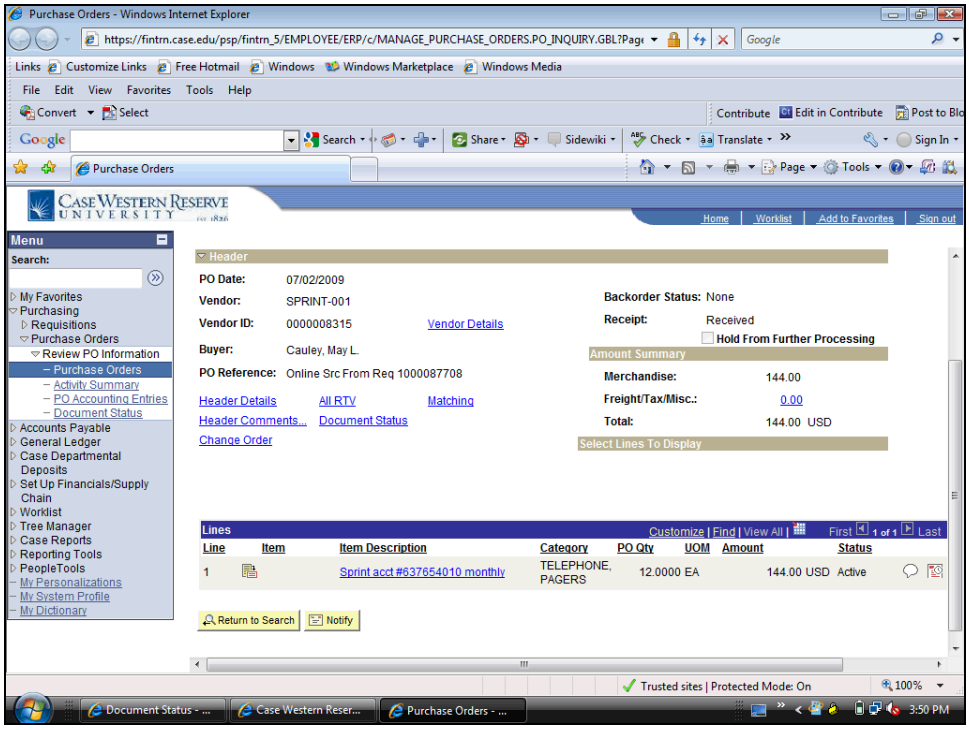
Step	Action
8.	Choose the **DOC ID** link for **Document Type** REQ REQ 1000087708



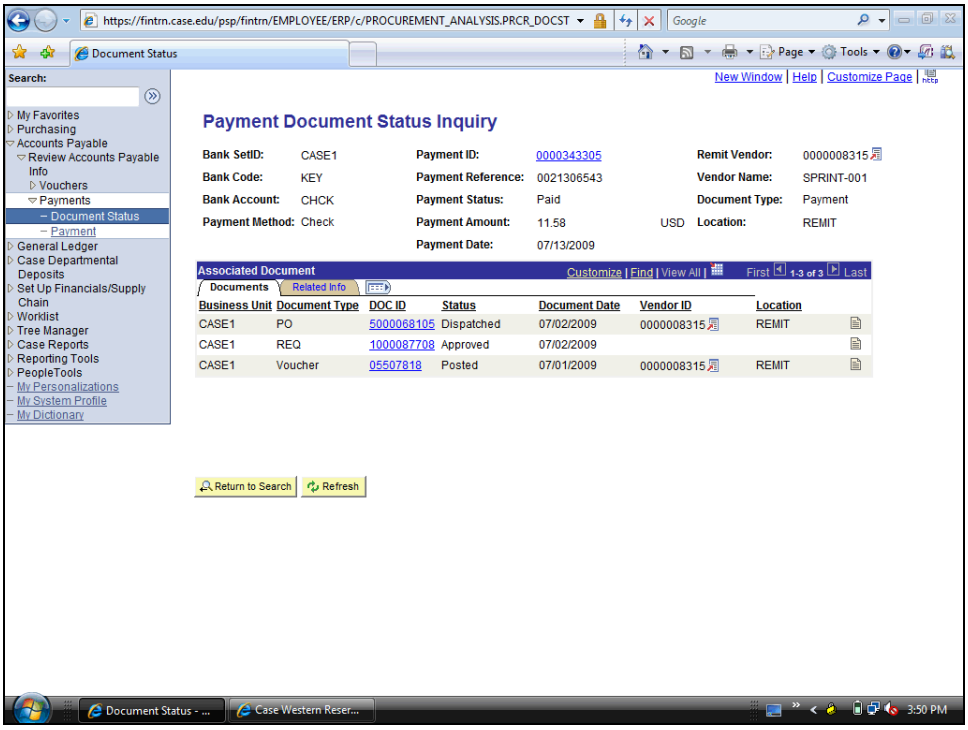
Step	Action
9.	A new window opens and the **Requisitions** tab appears. When you have completed your review of the document, click the close button, and the system will return to the Payment Document Status Inquiry.



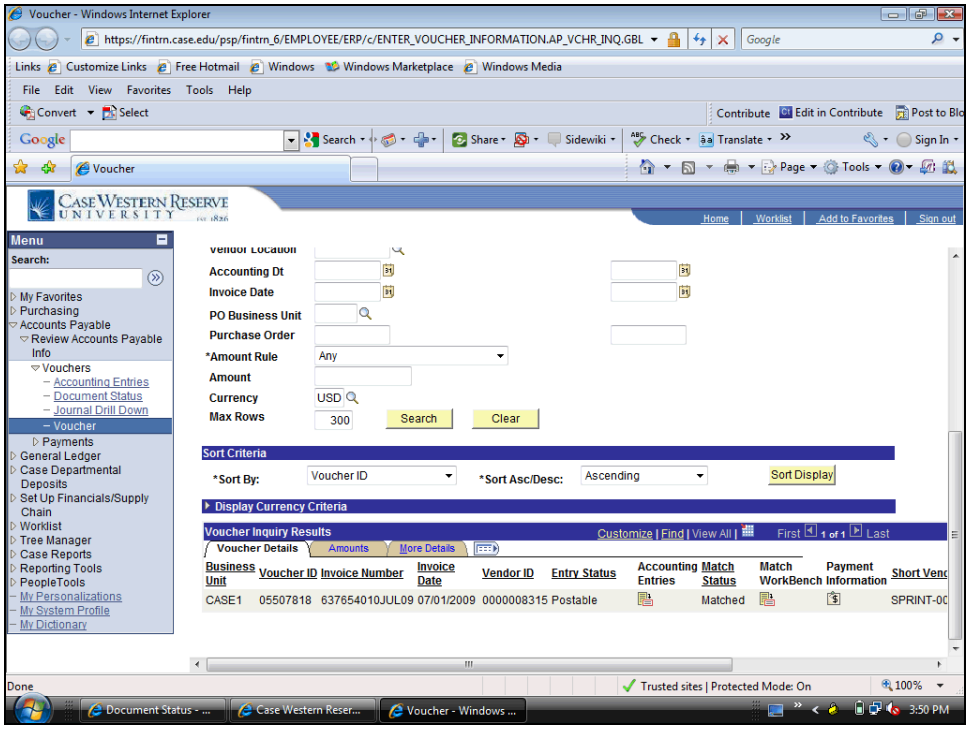
Step	Action
10.	Choose the **DOC ID** link for **Document Type** PO Click the **5000068105** link. PO 5000068105



Step	Action
11.	A new window opens and the **Purchase Order Inquiry** page appears. When you have completed your review of the document, click the Close button to go back to Payment Document Status Inquiry screen.



Step	Action
12.	Choose the **DOC ID** link for **Document Type** Voucher. Voucher 05507818



Step	Action
13.	The **Voucher Inquiry** page opens as a new window. The Voucher Details tab gives the Voucher ID, and Invoice information, etc. When you have completed your review of the document, click the Close button to go back to Payment Document Status Inquiry screen. Click the **Close** button.
14.	**End of Procedure.**

Purchase Order Inquiry Suite

The Purchase Order Inquiry Suite includes Purchase Order Inquiry, Purchase Order Activity, and Purchase Order Document Status Inquiry.

1. Purchase Order Inquiry - The PO Inquiry provides information for a PO, such as vendor name, vendor ID, PO date, Po status, budget status, match status, Receipt status, order information, item description, PO quantity, and total amount, etc.

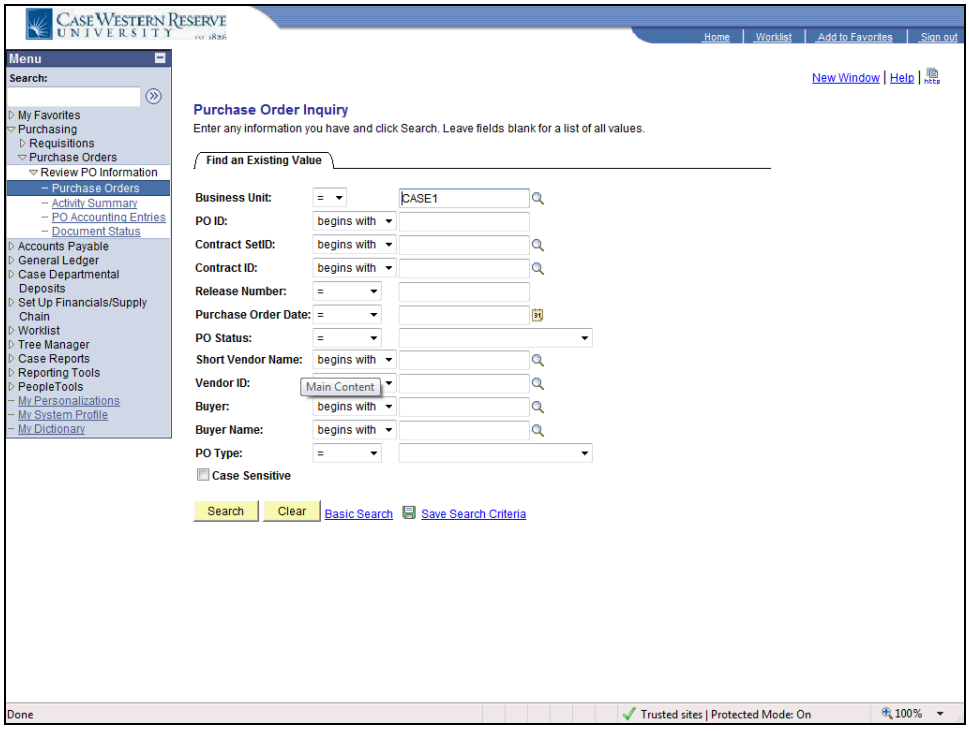
2. Purchase Order Activity Summary - The Purchase Order Activity Summary pages are used to view the receiving, invoicing, matching, and returning activities that were performed on the selected purchase orders to date.

3. Purchase Order Document Status Inquiry - The PO Document Status Inquiry shows all the documents related to a PO, such as voucher, Requisition, Payments, etc.

Purchase Order Inquiry

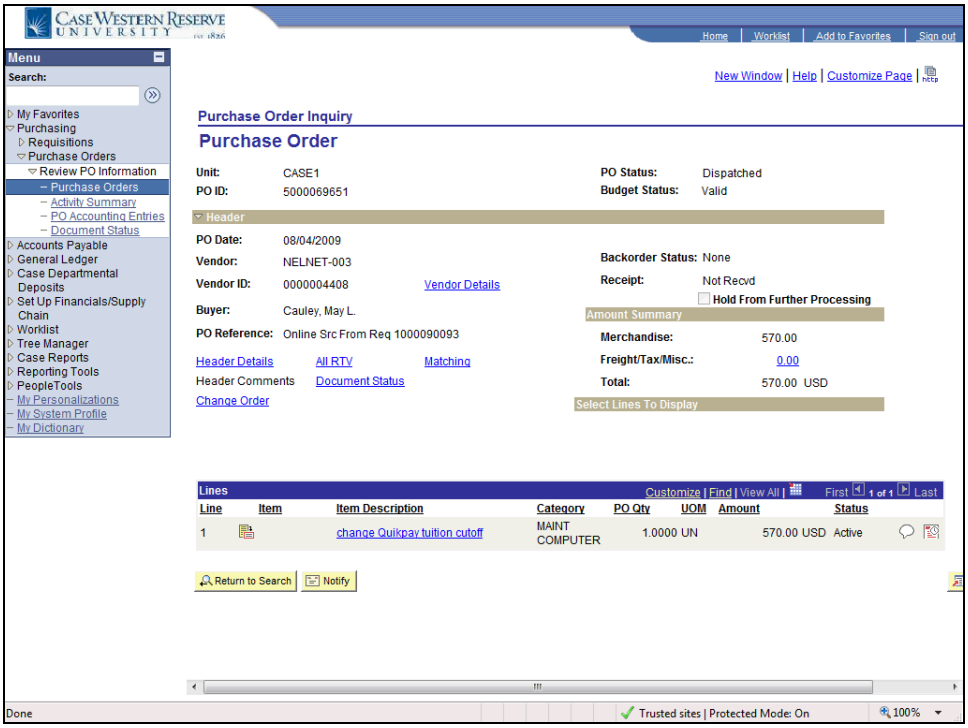
Procedure

Step	Action
1.	Once logged into Financials Reporting, start by clicking the **Purchasing** link. then, click the **Purchase Orders** link. ▷ Purchase Orders
2.	Click the **Review PO Information** link. ▷ Review PO Information
3.	Click the **Purchase Orders** link. Purchase Orders

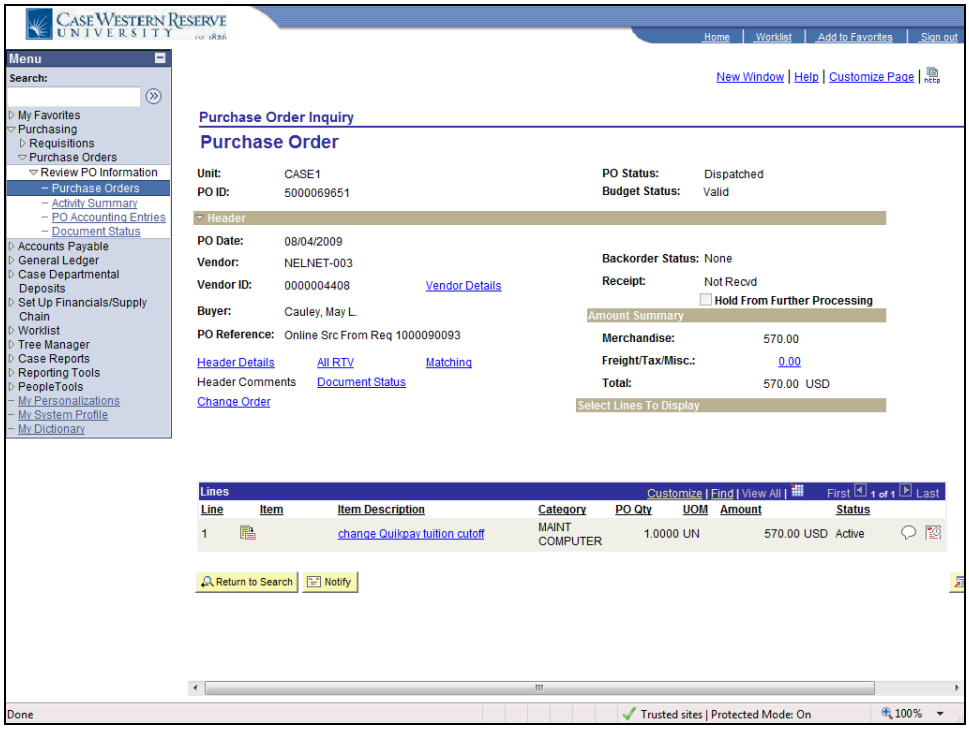


Step	Action
4.	Enter search criteria to locate the Purchase Order(s) that you need. In this example, the Purchase Order ID number is entered in the **PO ID** field. Click in the **PO ID** field.

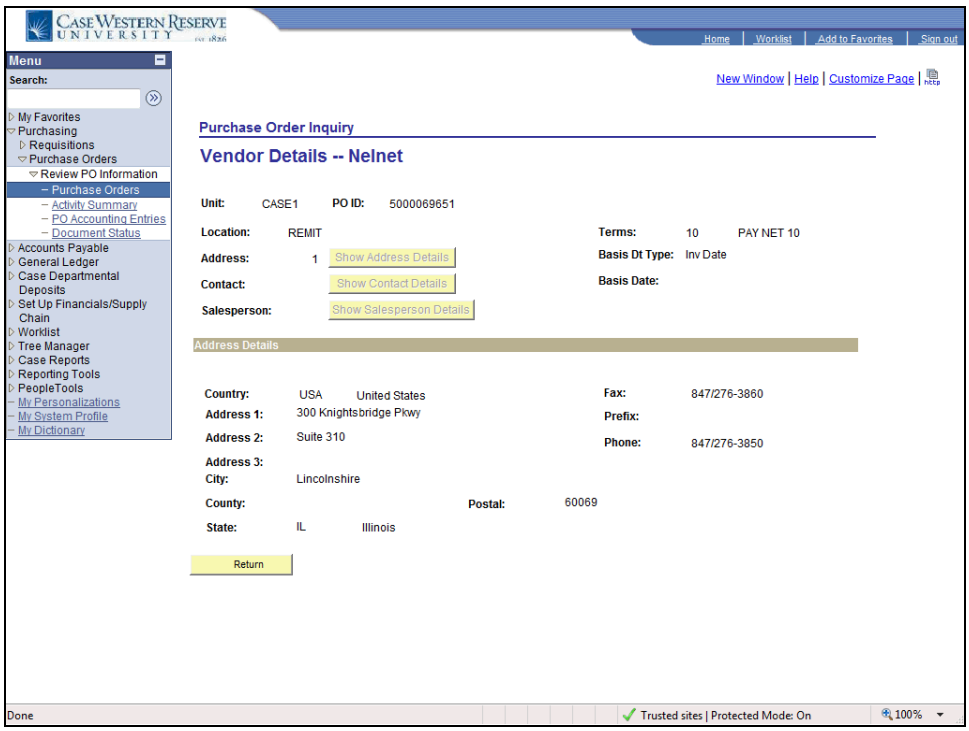
Step	Action
5.	Click the **Search** button. Search



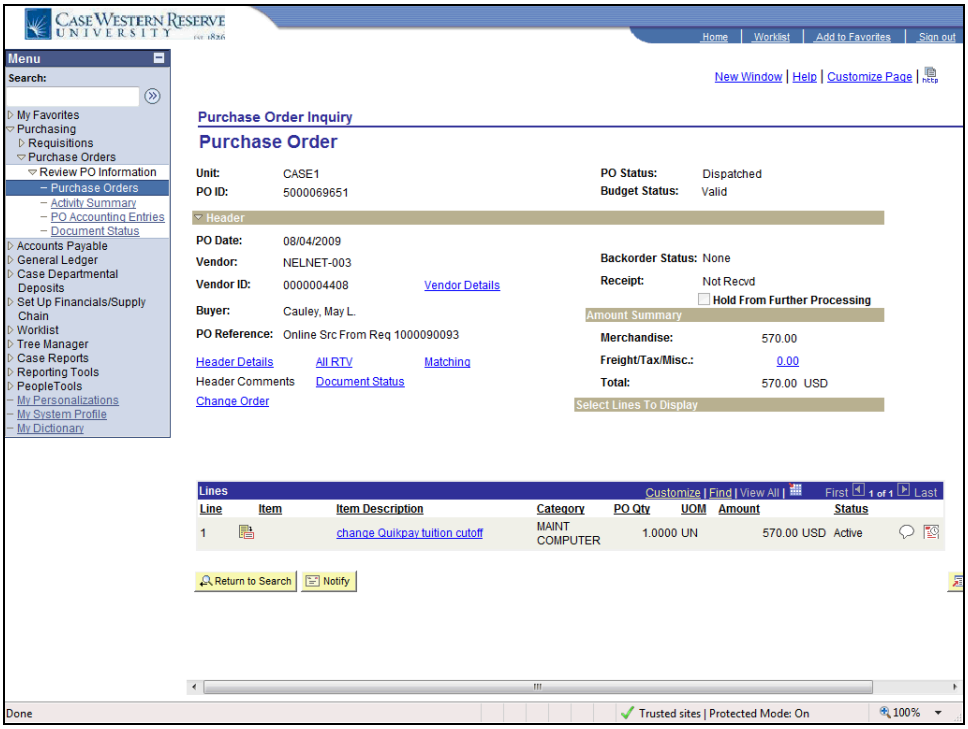
Step	Action
6.	The **Purchase Order** page appears. The Purchase Order page displays the Vendor short name and vendor ID, PO Date, Buyer name, PO Status, Budget Status and, Receipt Status, etc. In the lines section, it displays the Item Description, Category, PO quantity, and total amount. **Note:** A PO cannot be paid in Accounts Payable until it is dispatched (with PO status of Dispatched).
7.	Click the **Header Details** link. Header Details
8.	The **PO Header Details** page appears. This page displays the full Vendor name, the PO Type, Billing Location, PO Date, and Accounting Date, etc.
9.	Click the **Return** button. Return



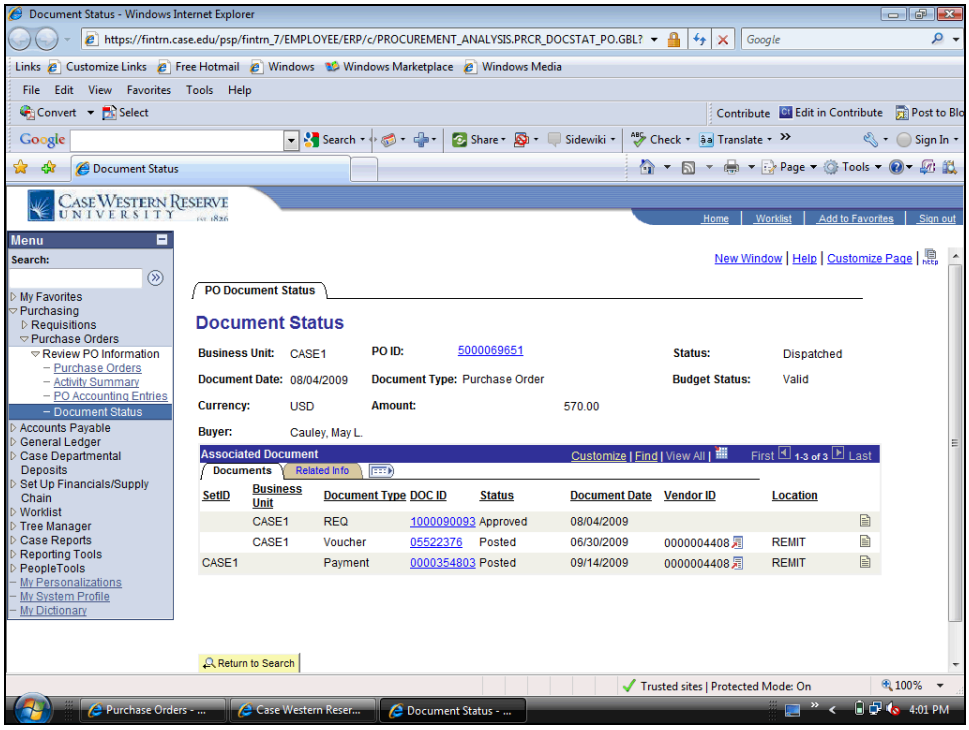
Step	Action
10.	Click the **Vendor Details** link. Vendor Details



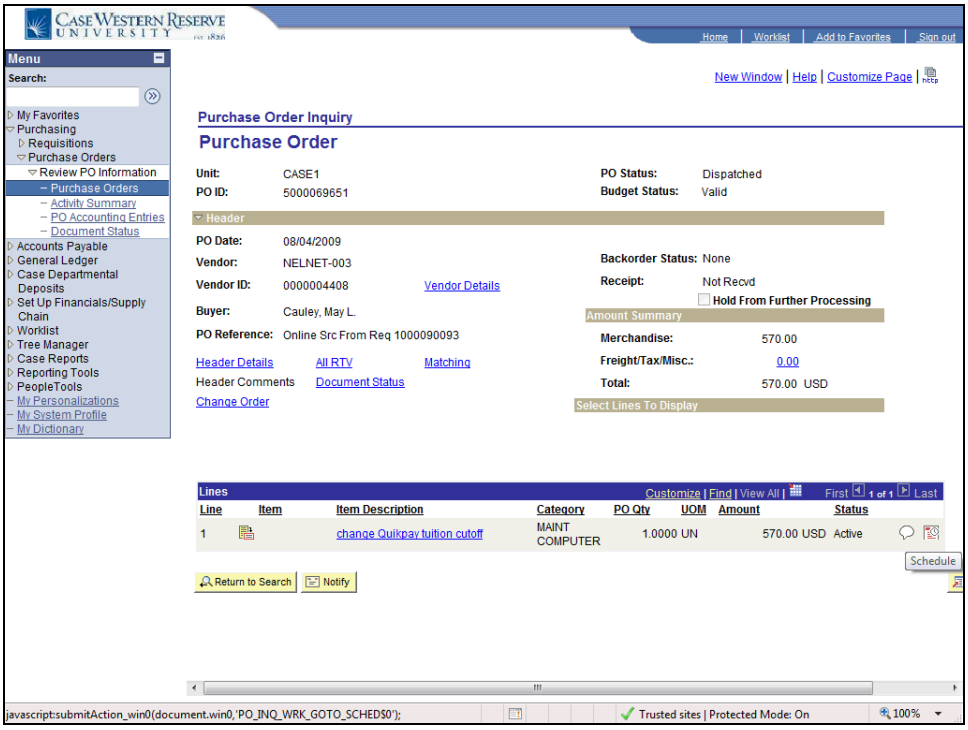
Step	Action
11.	The **Vendor Details** page appears. This page contains Payment Terms, vendor Address and Phone numbers. **Vendor Details**
12.	Click the **Return** button. Return



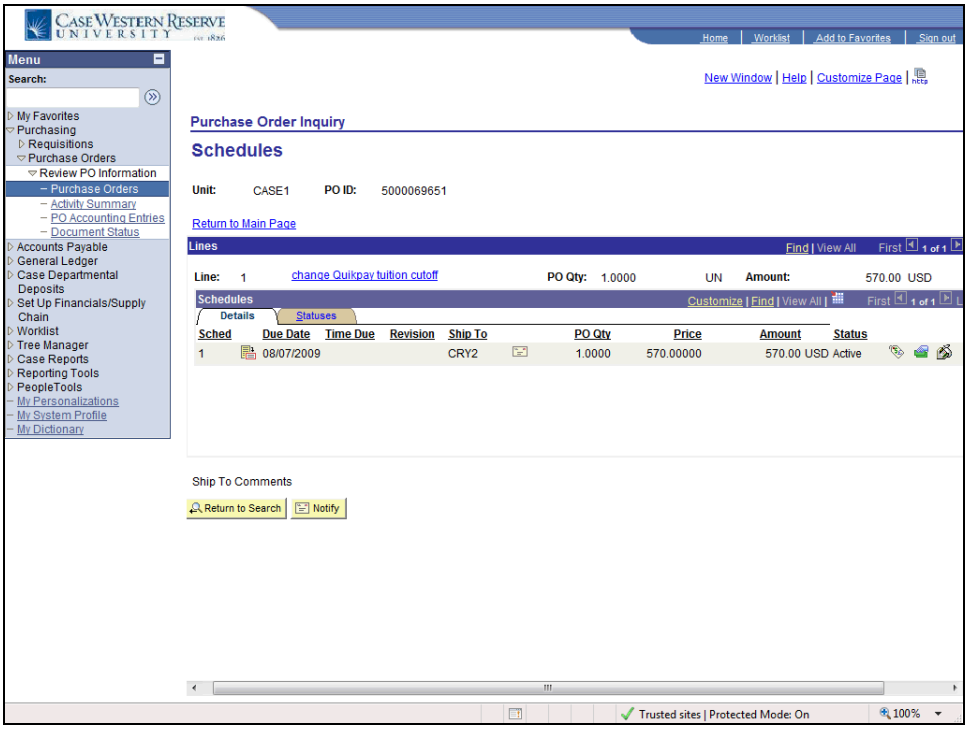
Step	Action
13.	Click the **Document Status** link. Document Status



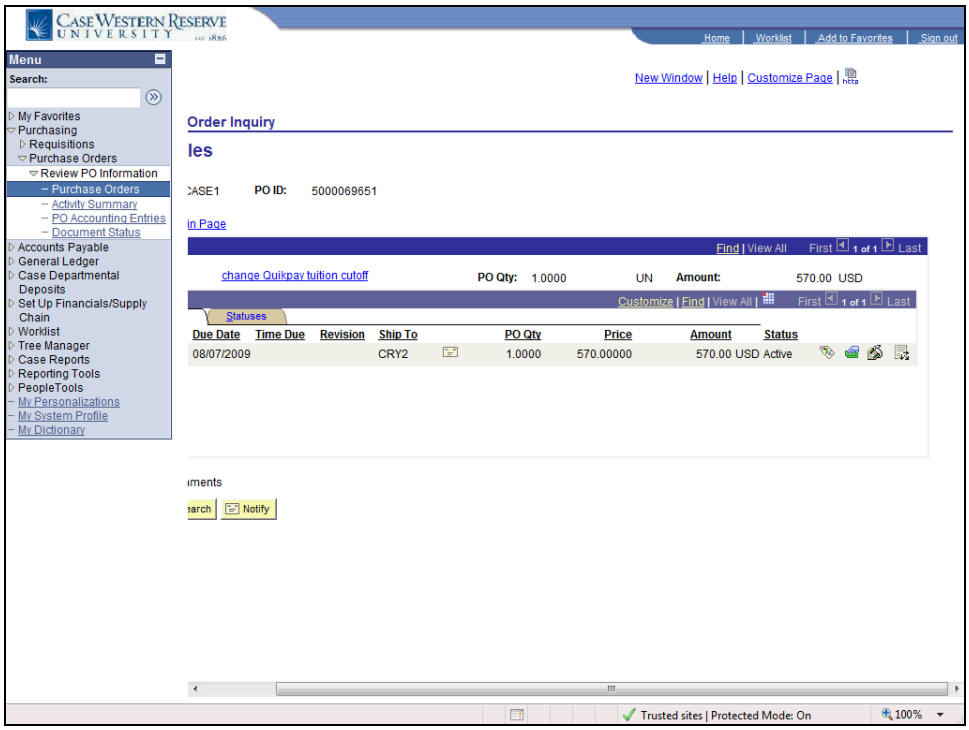
Step	Action
14.	A new PeopleSoft window opens. **PO Document Status** page appears. This page shows all the documents related to this PO, such as Req, Receipt, Vouchers and Payments. When finished, close this second window. Click the **Close** button.



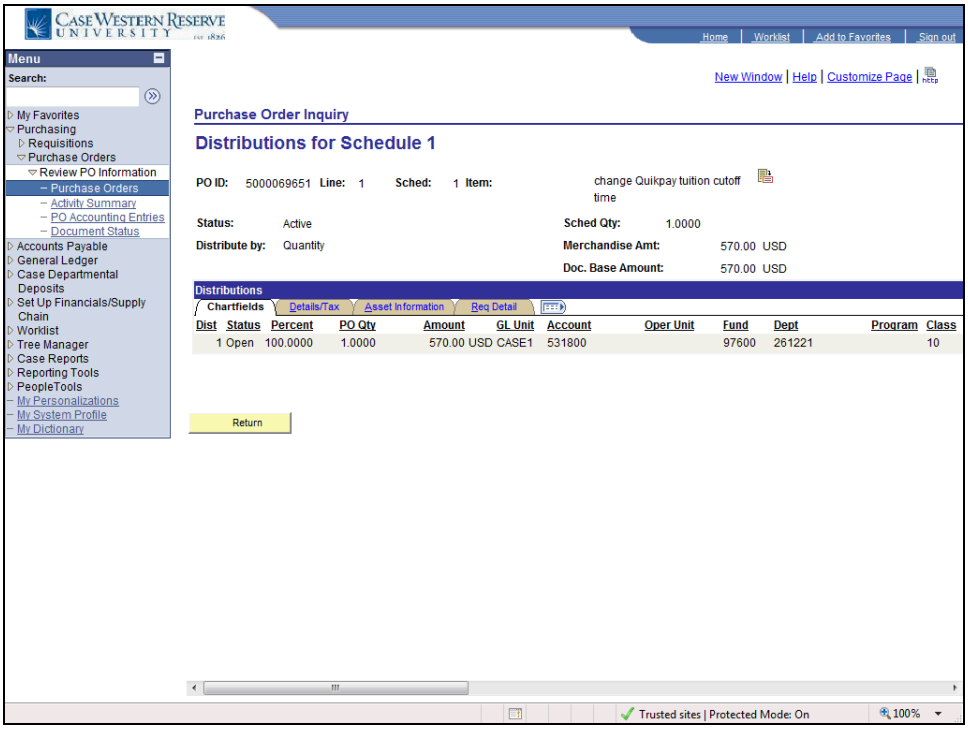
Step	Action
15.	Click the **Schedule** icon to the far right of the Line in the Lines section.



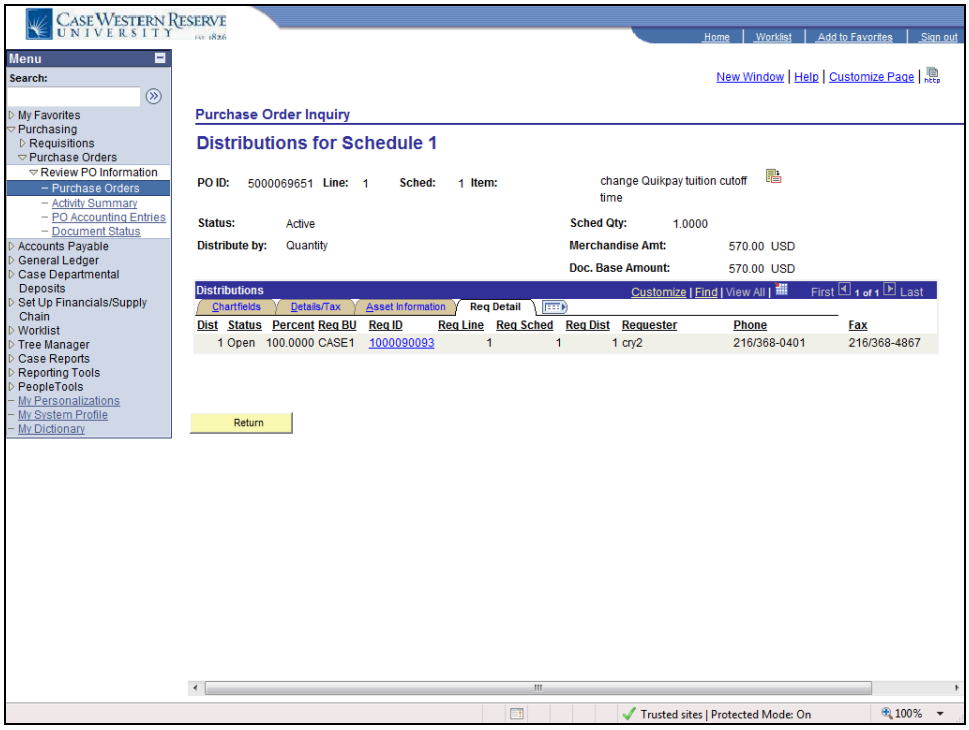
Step	Action
16.	The **Schedules** page appears. This page shows the detail information on a PO schedule line, such as Due Date, Ship To location, PO Qty, Unit Price, Amount, Status, etc. Release the mouse button.



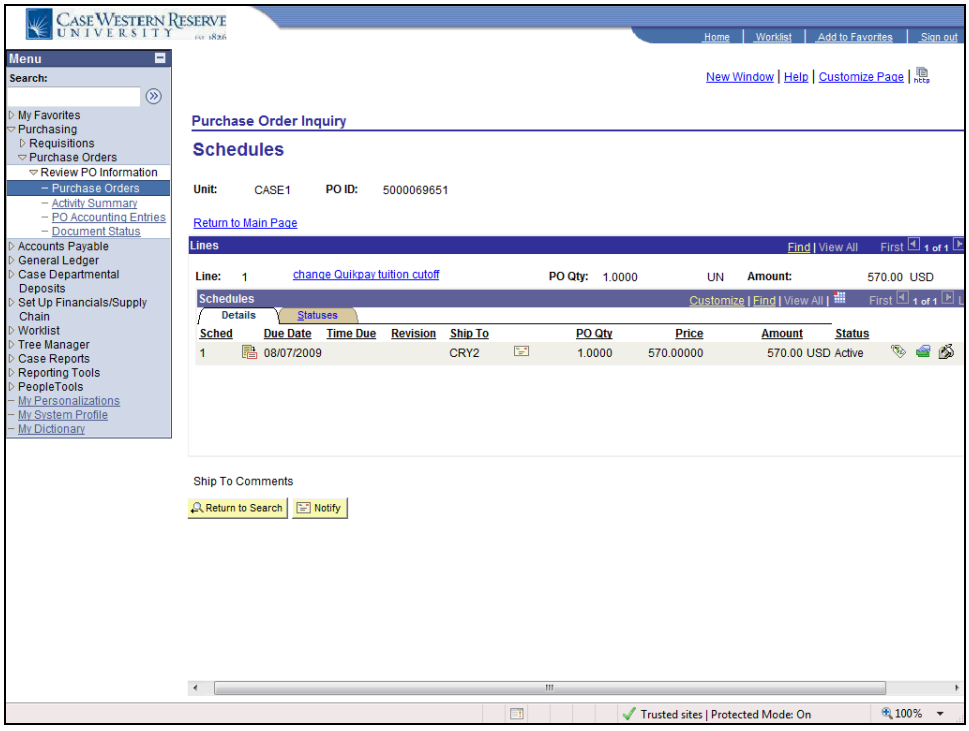
Step	Action
17.	Click the **Distributions/ChartFields** button to the farthest right on the **Details** tab Sched line.



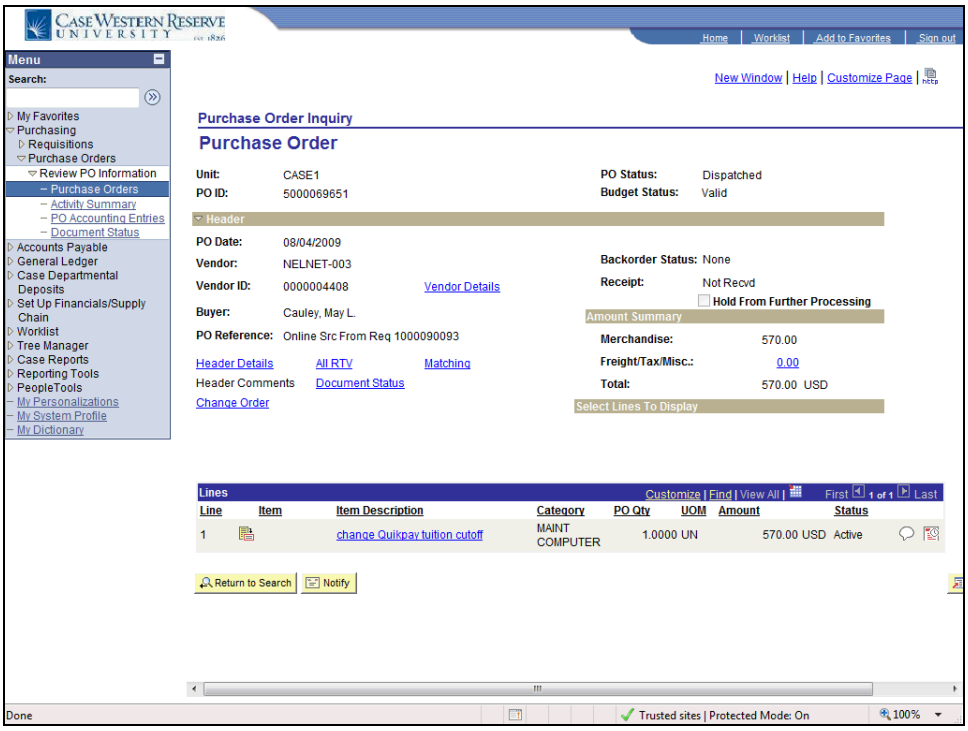
Step	Action
18.	The **Distributions for Schedule** page appears.
19.	The **Chartfields** tab shows the chartfield information, PO quantity, and Amount. Chartfields
20.	The **Req Detail** tab shows the Requisition number, requestor name, and contact information.

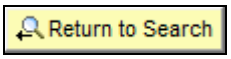


Step	Action
21.	Click the **Return** button.



Step	Action
22.	Click the **Return to Main Page** link to go back to the Purchase Order page. Release the mouse button.

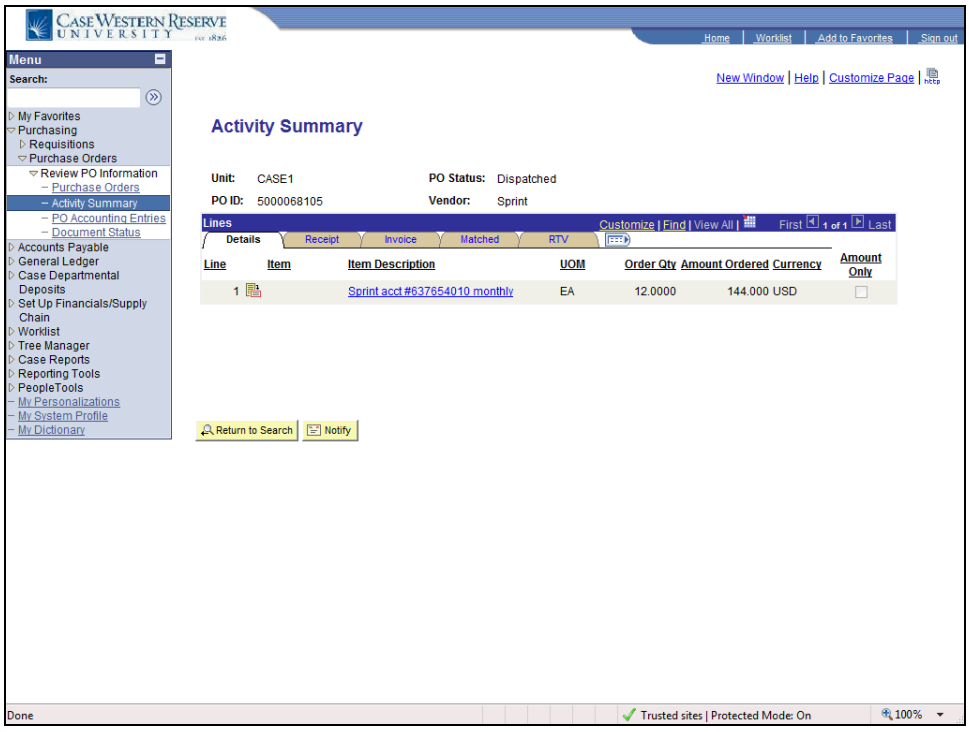


Step	Action
23.	To start a new Purchase Order search, click the **Return to Search** button. 
24.	**End of Procedure.**

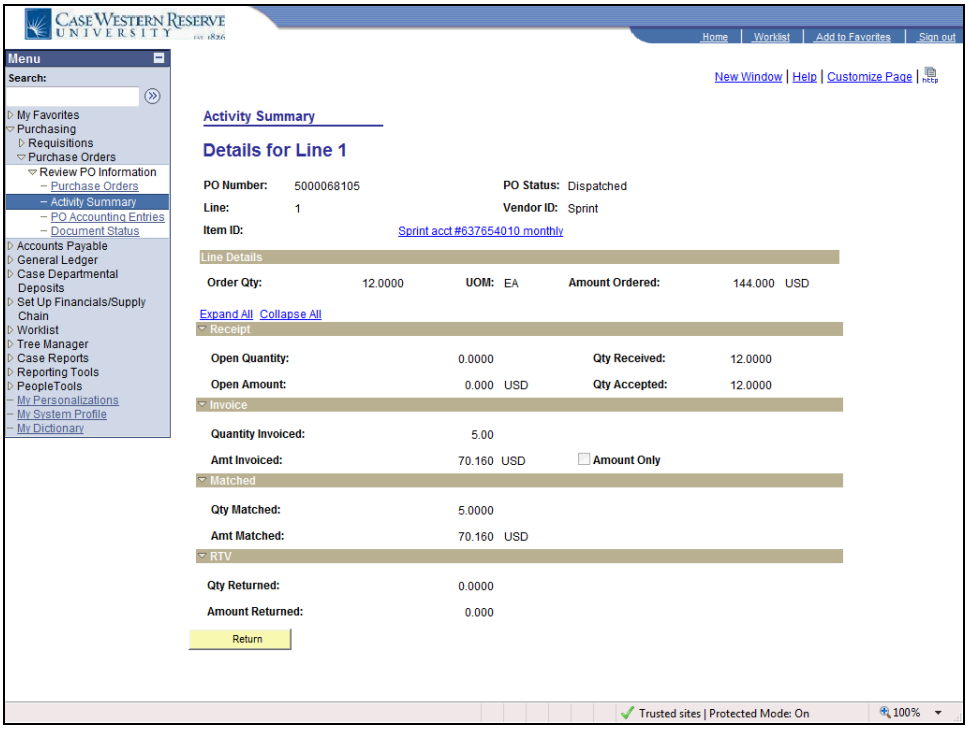
Purchase Order Activity Summary

Procedure

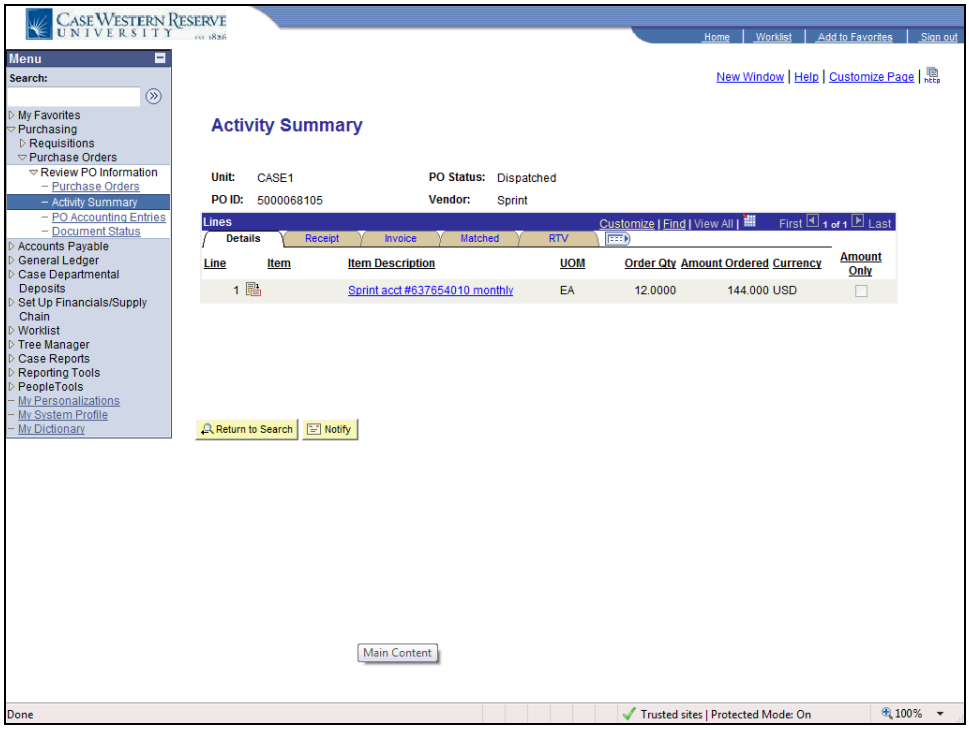
Step	Action
1.	Once logged into Financials Reporting, start by clicking the **Purchasing** link. Then click the **Purchase Orders** link. ▷ Purchase Orders
2.	Click the **Review PO Information** link. ▷ Review PO Information
3.	Click the **Activity Summary** link. Activity Summary
4.	The **PO Activity Summary** search page appears. Enter the search criteria for the Purchase Order to inquire about. In this example, the **PO Number** was entered.



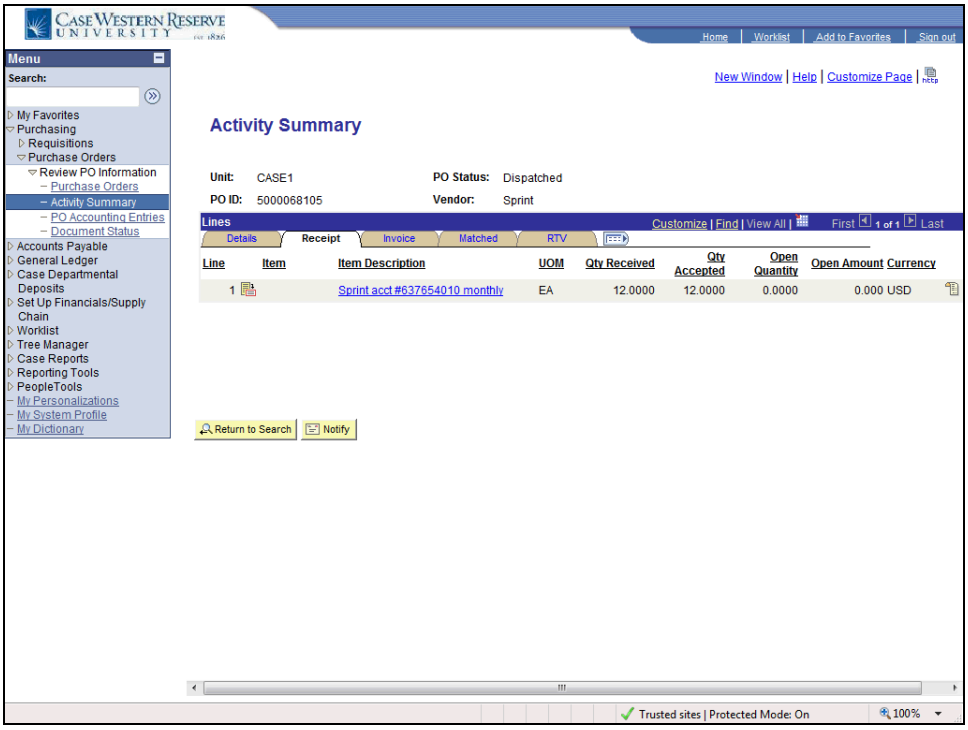
Step	Action
5.	The **Details** tab shows the overall information of this Po: PO Status, Vendor name, Item Description, Order Quantity, Amount Ordered, etc. Details
6.	Click the **Line Details** icon.
7.	The **Details for Line** page appears. Click the Expand all link to see the details. This page shows you an overall picture of quantity and amount ordered, quantity received, quantity and amount invoiced, and quantity and amount returned. For the example here, 5 out of 12 quantities have been invoiced. Expand All



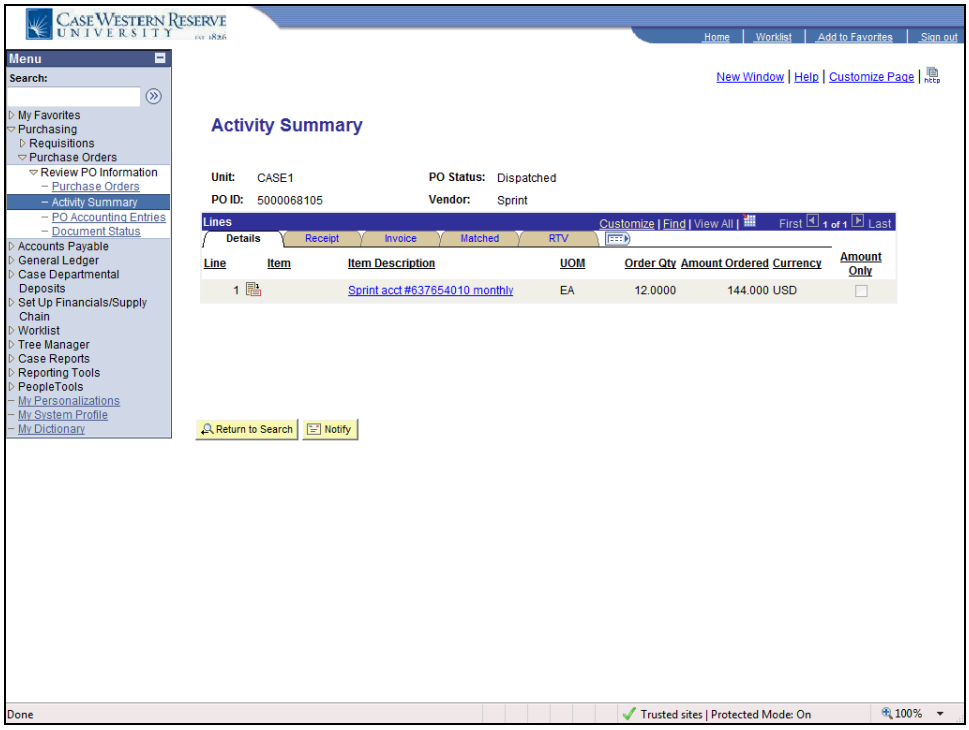
Step	Action
8.	Click the **Return** button. Return



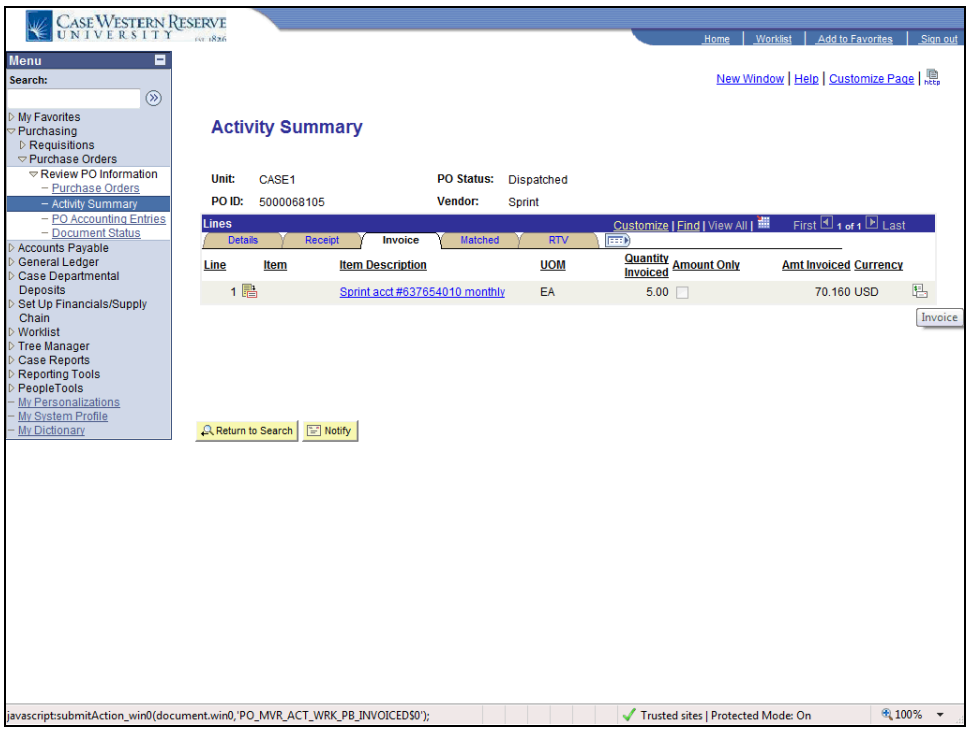
Step	Action
9.	The **Activity Summary** page appears. Click the **Receipt** tab. Receipt



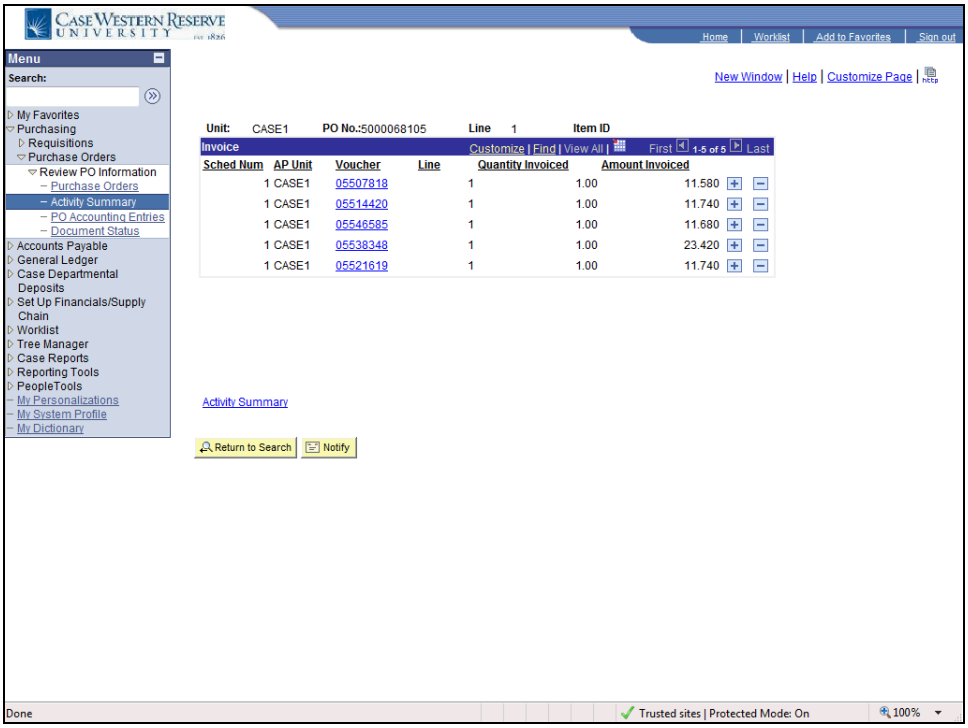
Step	Action
10.	The **Receipt tab** shows Quantity received, Quantity Accepted, Open Quantity, and Open Amount. Release the mouse button.
11.	Click the **Receipt** icon.
12.	View the Receipt No and details of the receipt. Then, click the **Go Back To Activity Summary** link. Go Back To Activity Summary



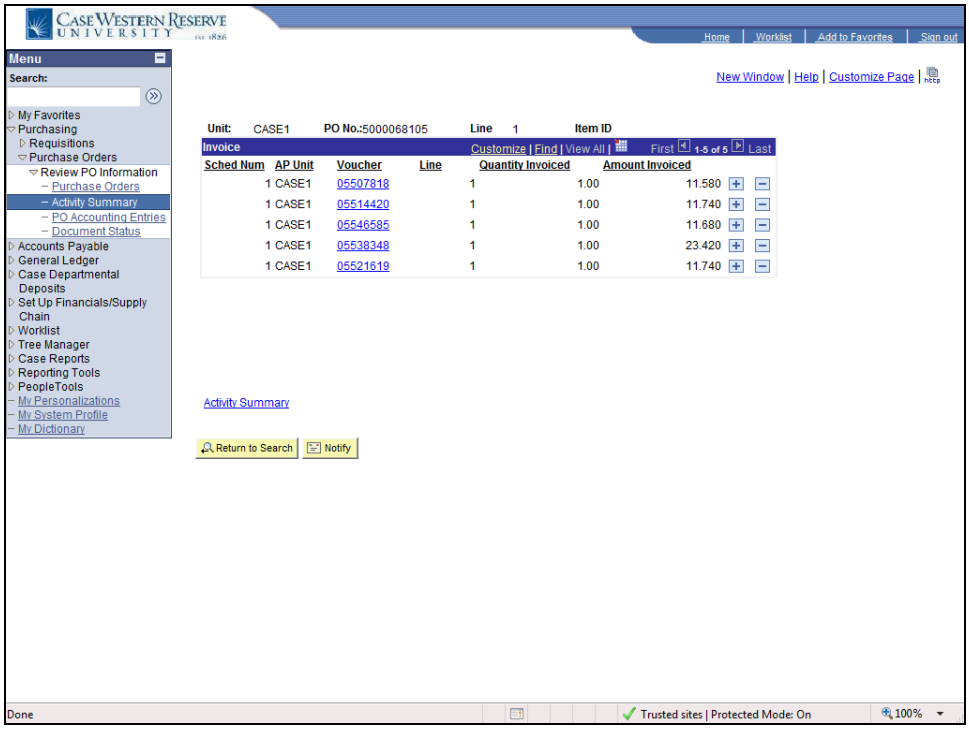
Step	Action
13.	Click the **Invoice** tab. Invoice



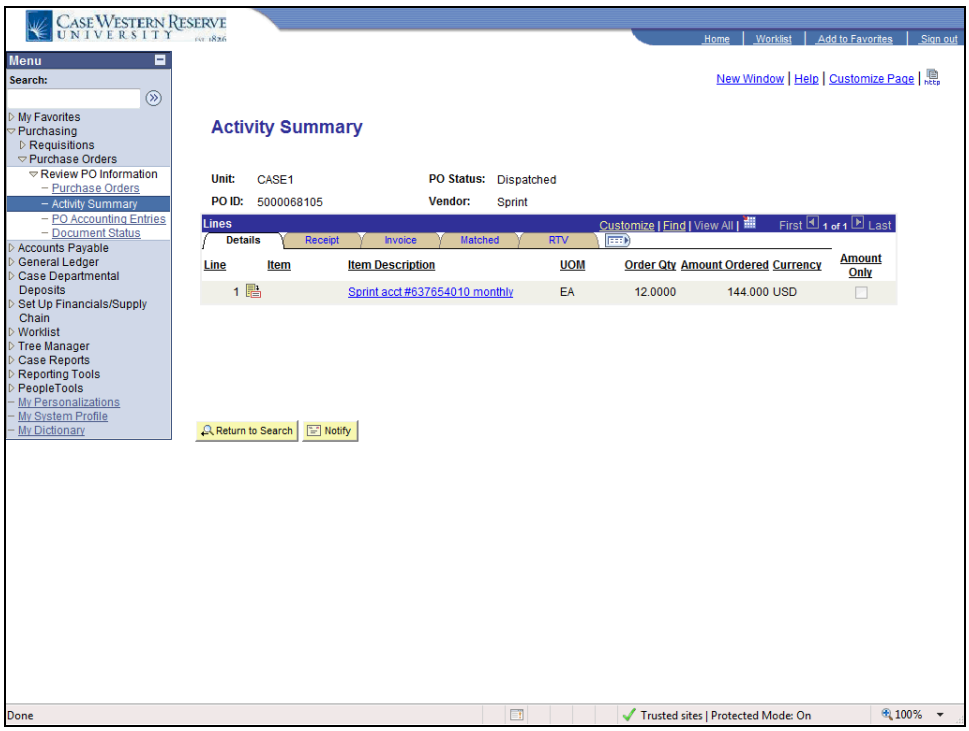
Step	Action
14.	The **Invoice** tab shows the Quantity and Amount invoiced. For this example, 5 out of 12 has been invoice. Click the **Invoice** icon.



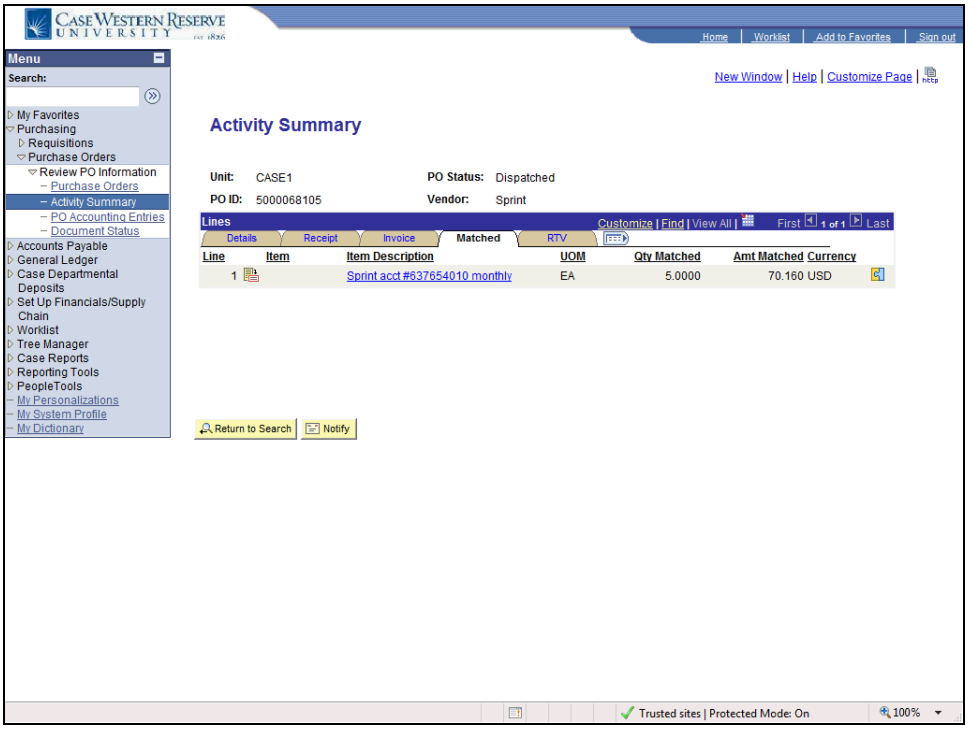
Step	Action
15.	The Invoice details page appears with the detail voucher ID, quantity, and amount. Click one of the **Voucher** links to get the voucher detail information. . 05507818
16.	A new window opens to the **Voucher Inquiry** page. Information on this page includes voucher information, such as Invoice Number, Invoice Date, Gross Invoice Amount, Voucher Unpaid Balance, Detail Lines, Scheduled Payments, etc.
17.	Close the window. Click the **Close** button.



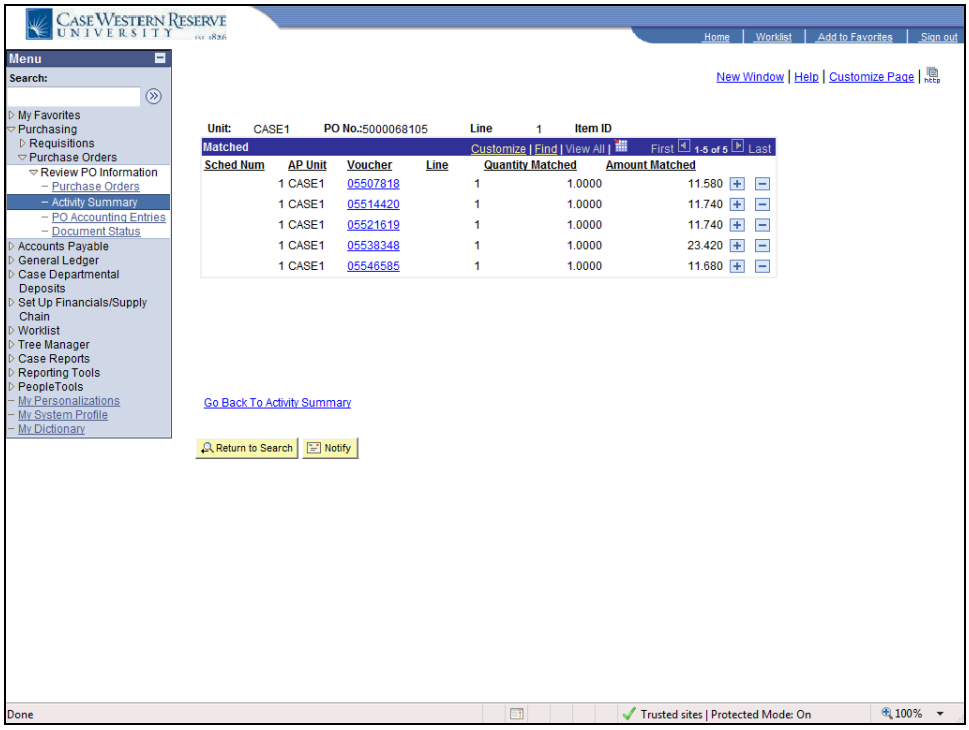
Step	Action
18.	To return to the PO Activity Summary page, click the **Activity Summary** link. Activity Summary



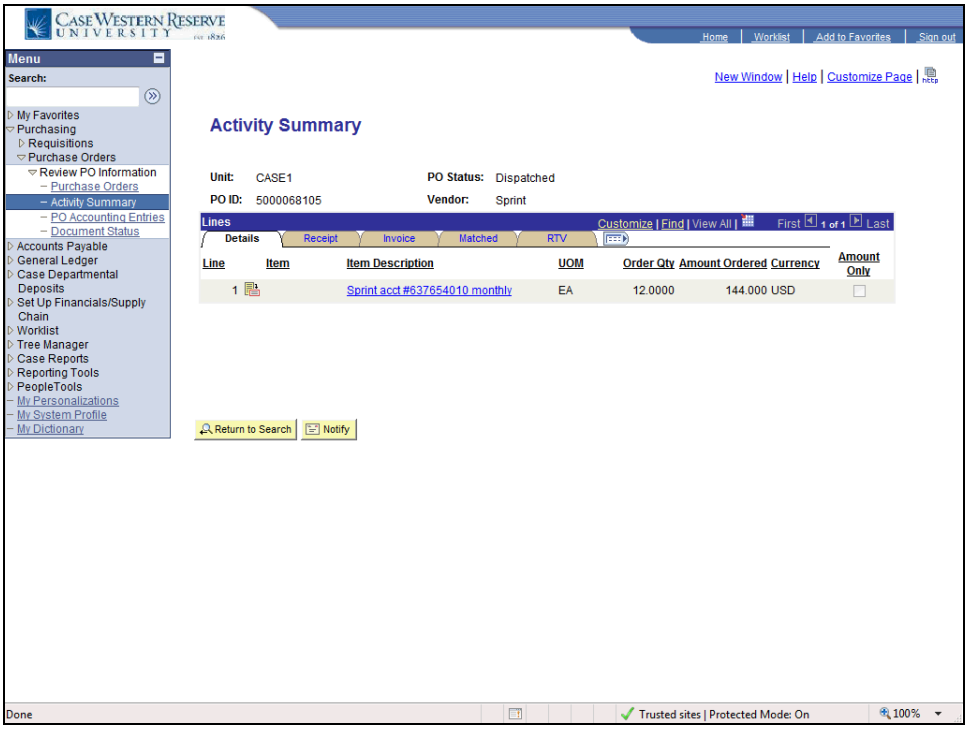
Step	Action
19.	Click the **Matched** tab. Matched

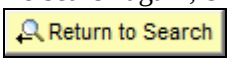


Step	Action
20.	The **Matched** tab shows information such as Qty Matched and Amt Matched. Click the **Matching** icon.



Step	Action
21.	The page appears with matching detail information for the selected PO line. To return to the Purchase Order Activity Summary page, click the **Go Back To Activity Summary** link. Go Back To Activity Summary



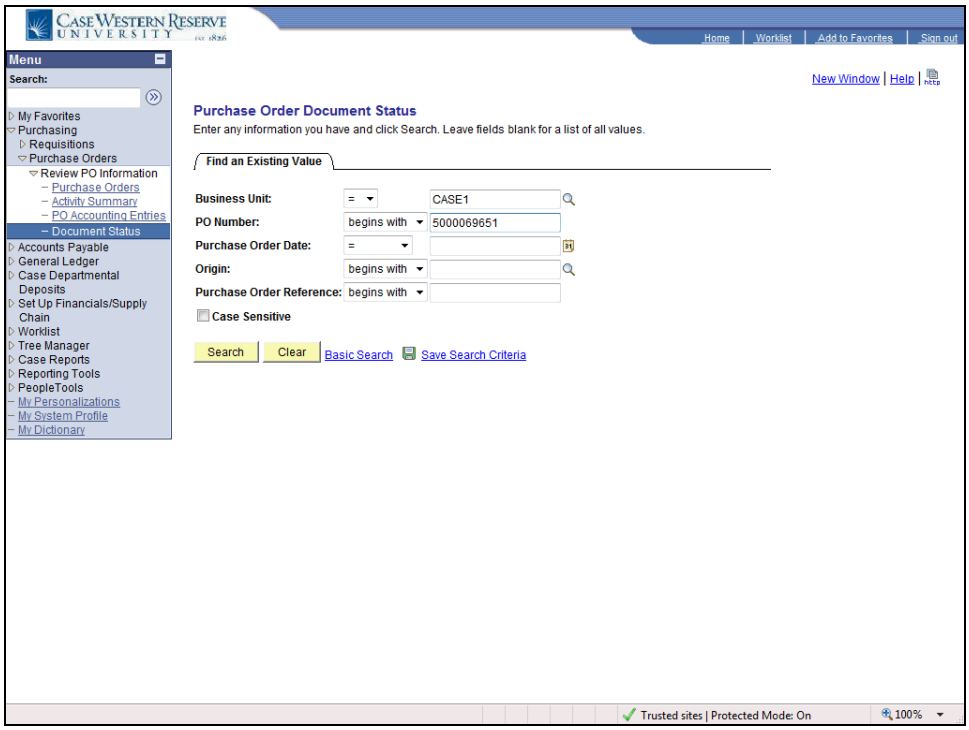
Step	Action
22.	To search again, click the **Return to Search** button. 
23.	**End of Procedure.**

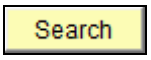
Purchase Order Document Status

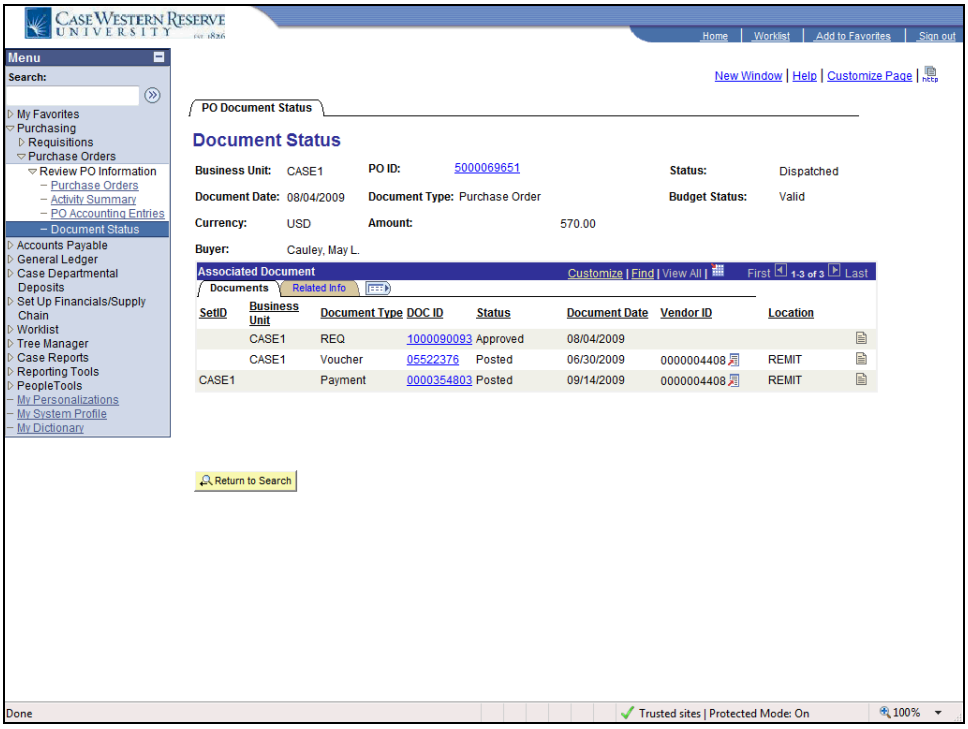
Procedure

Once logged into Financials Reporting, start by clicking the **Purchasing** link.

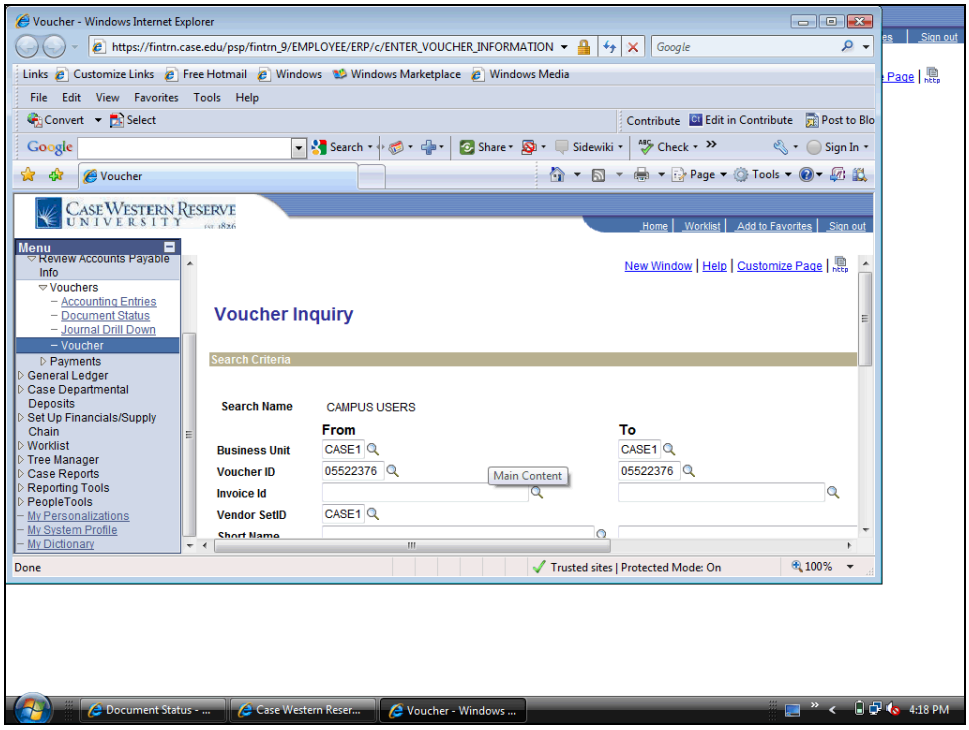
Step	Action
1.	Click the **Purchase Orders** link. ▷ Purchase Orders
2.	Click the **Review PO Information** link. ▷ Review PO Information
3.	Click the **Document Status** link. Document Status
4.	The **Purchase Order Document Status** search page appears. Enter the search criteria. For this example, **PO Number** was entered. Click in the **PO Number** field.



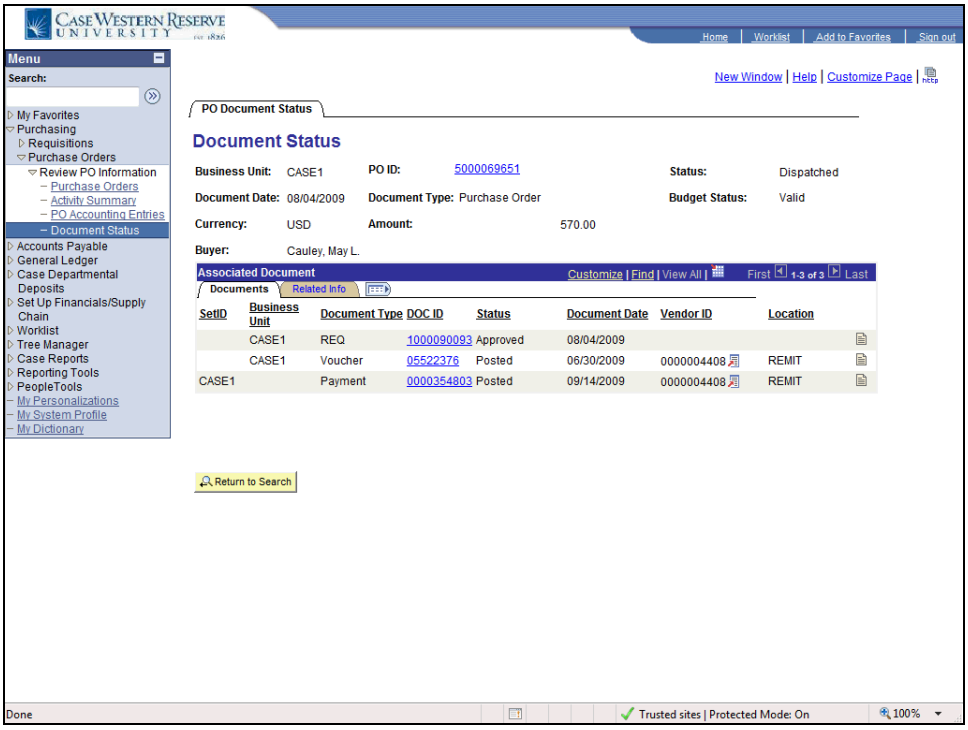
Step	Action
5.	Click the **Search** button. 



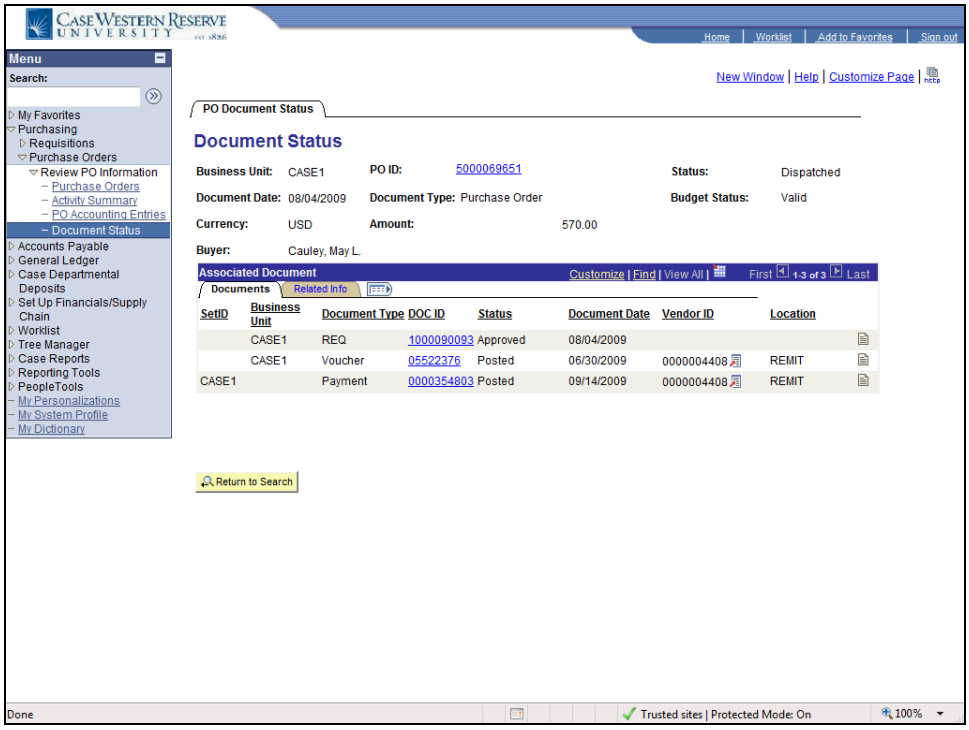
Step	Action
6.	The **Document Status** page appears. This page shows you all the documents related to this PO, such as Requisition, Receipt, Vouchers, and Payments. Click the **DOC ID** link for the Voucher Document Type.



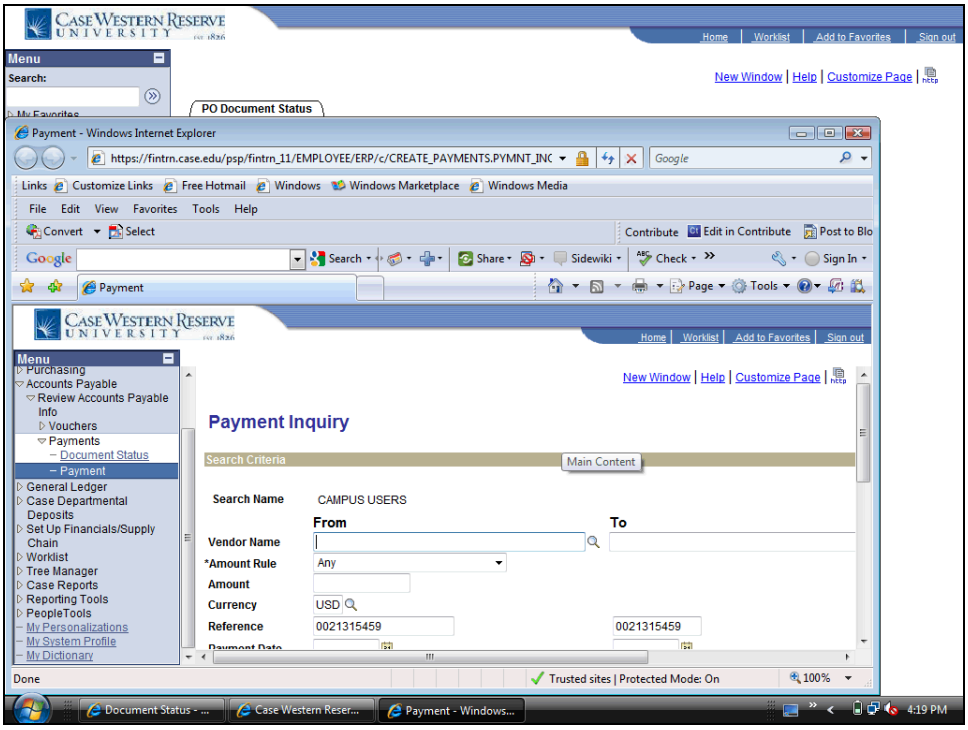
Step	Action
7.	A new window opens. The **Voucher Inquiry** page appears. This page shows you the overall voucher information. When you have completed your review of the document, close the window by clicking on the X.



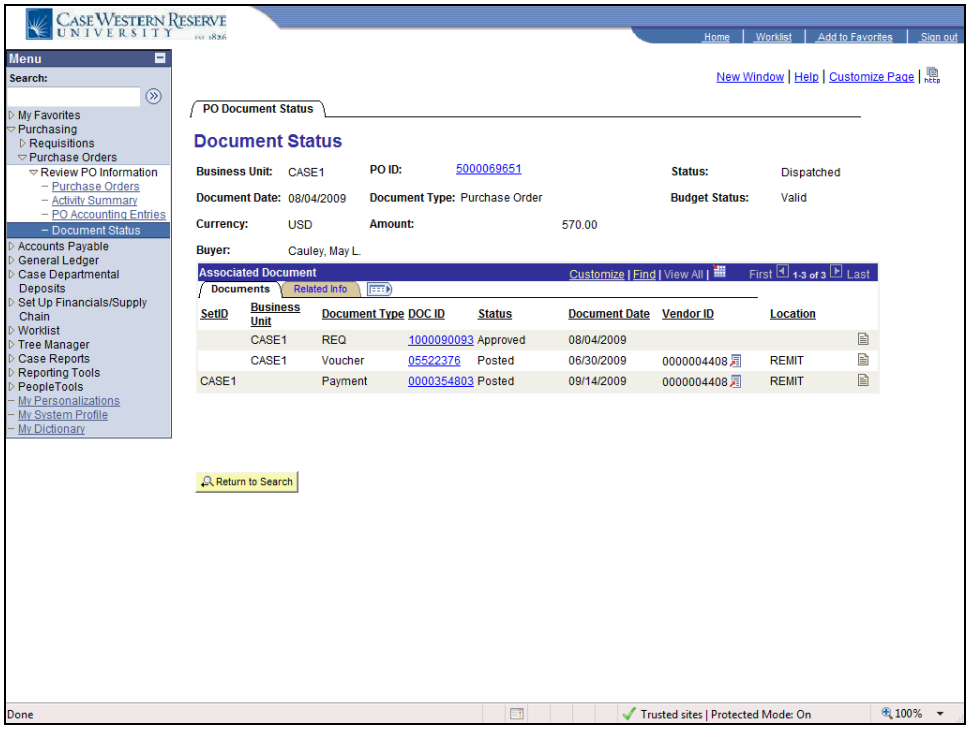
Step	Action
8.	Return to the Document Status page. Click the **DOC ID** for the REQ **Document type**. Click the **1000090093** link. 1000090093
9.	A new window opens and the **Req Inquiry** page appears.
10.	When you have completed your review of the document, close the new window by clicking the Close button.



Step	Action
11.	Return to the Document Status page. Click the **DOC ID** for the Payment Document Type. Click the **0000354803** link. 0000354803



Step	Action
12.	A new window opens and the **Payment Inquiry** page appears. When you have completed your review of the document, close the new window by clicking the Close button.



Step	Action
13.	Return to the Document Status page. To start a new search, click the **Return to Search** button. Return to Search
14.	**End of Procedure.**

Requisition Inquiry Suite

The Requisition Inquiry Suite includes Requisition Inquiry and Requisition Document Status Inquiry.

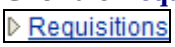
The Requisition Inquiry can be used to locate the status of the requisition, find the date the requisition was created, inquire on the total amount of the requisition, locate items on a requisition, review the approval history, inquire if a Purchase Order has been created, inquire if the items from the requisition have been received, inquire if a Voucher has been created, and find out if the payment has been made and the check number.

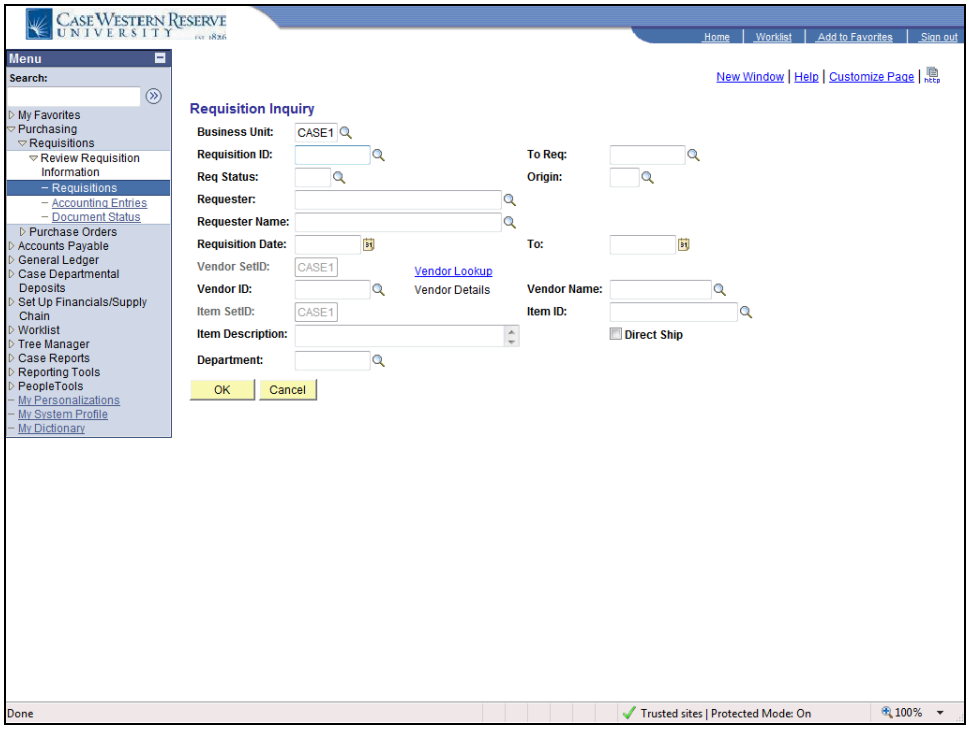
The Requisition Document Status Inquiry is used to review information about procurement documents associated with a requisition.

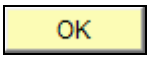
Requisition Inquiry

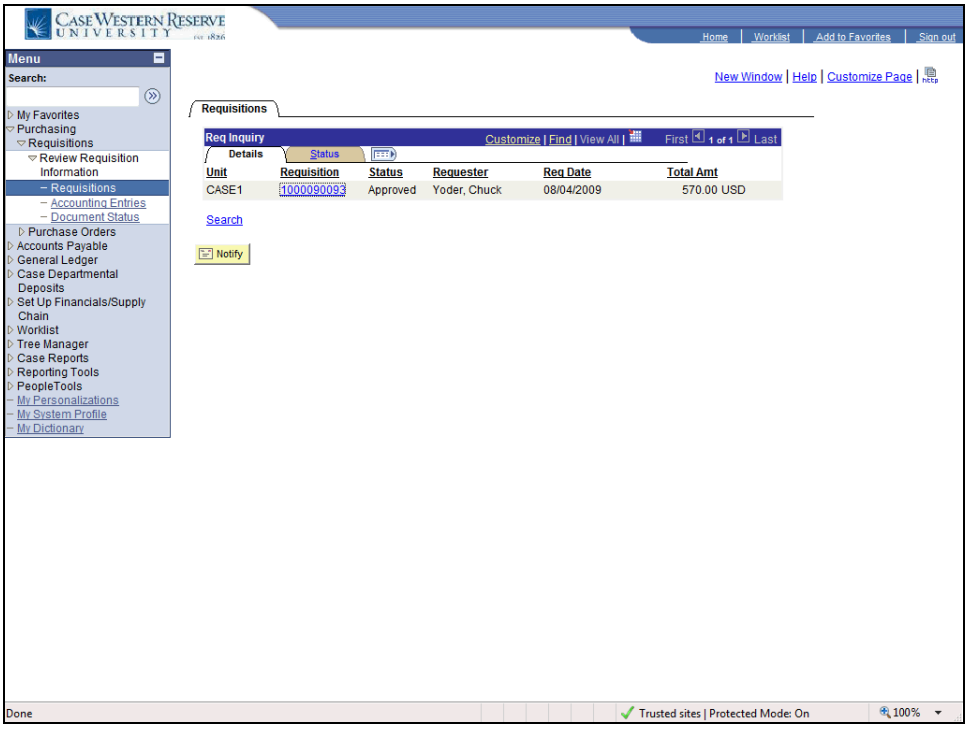
Procedure

Once logged into Financials Reporting, start by clicking the **Purchasing** link.

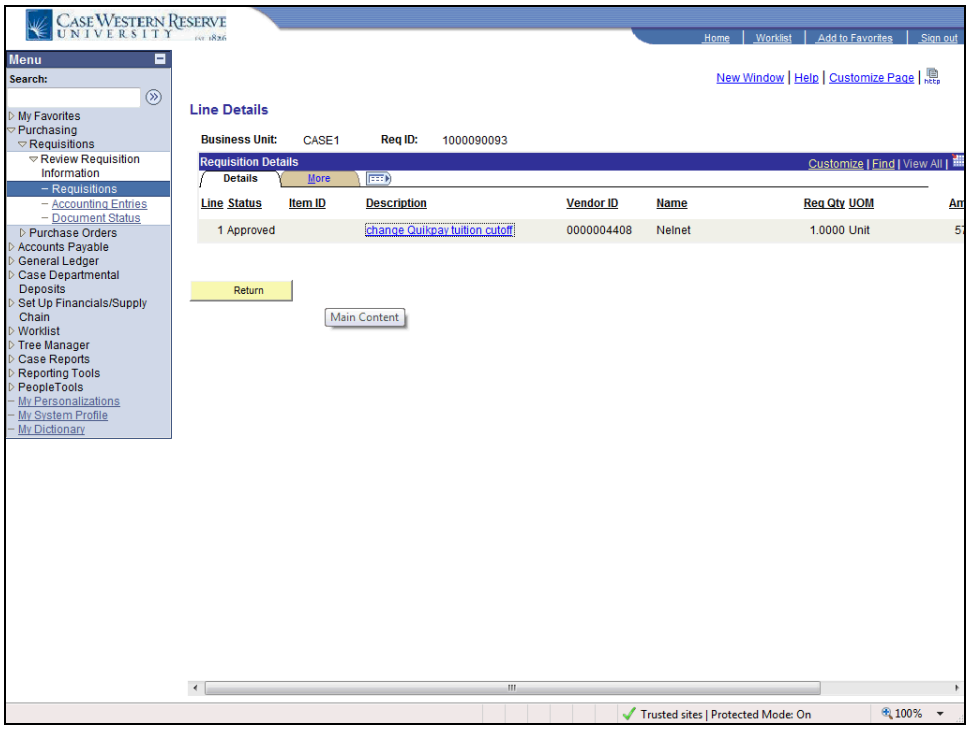
Step	Action
1.	Click the **Requisitions** link. 
2.	Click the **Review Requisition Information** link.
3.	Click the **Requisitions** link.



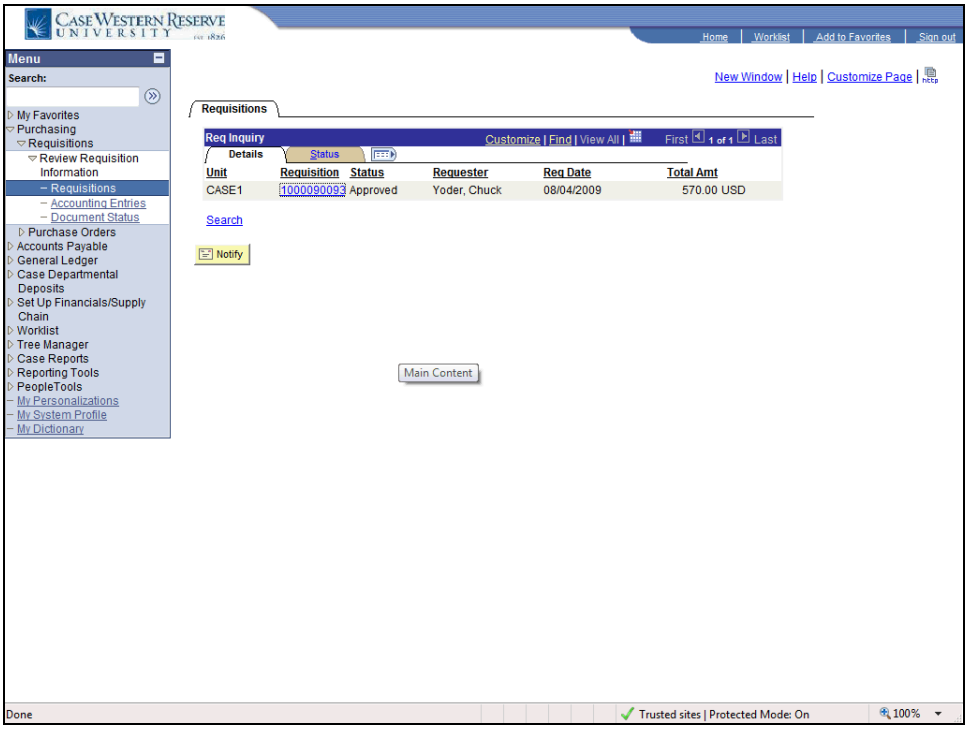
Step	Action
4.	The **Requisition Inquiry** page appears. You can search a requisition by Requisition ID, or a combination of the following: • Requester ID or Requester Name • Requisition Date • Vendor ID or Vendor Short Name • Item ID or Item Description • Department The search results from this page are limited to 30 rows. Use more criteria to limit the search. Enter the Requisition ID into the **Requisition ID** field.
5.	Click the **OK** button. 



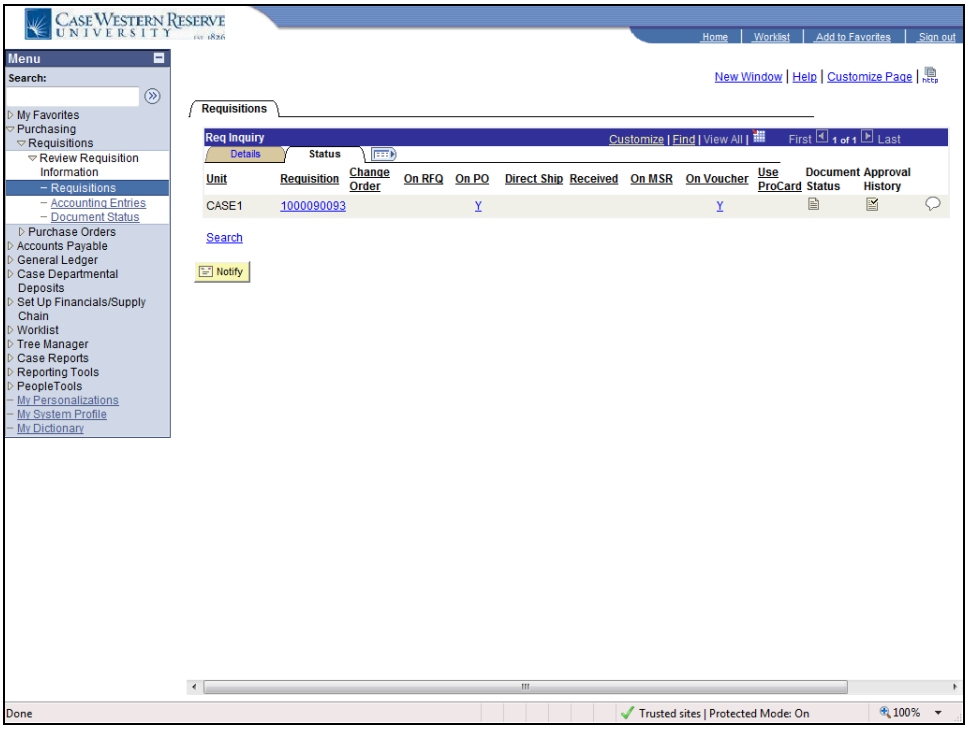
Step	Action
6.	The **Req Inquiry** page appears. On the Details tab, the following information is available: Requisition number (link), Status (Approved, Pending Approval, Canceled, or Complete. Etc.), Requester, Requisition Date, and Total Amount Click the link of the Requisition number that is to be viewed. Requisition 1000090093



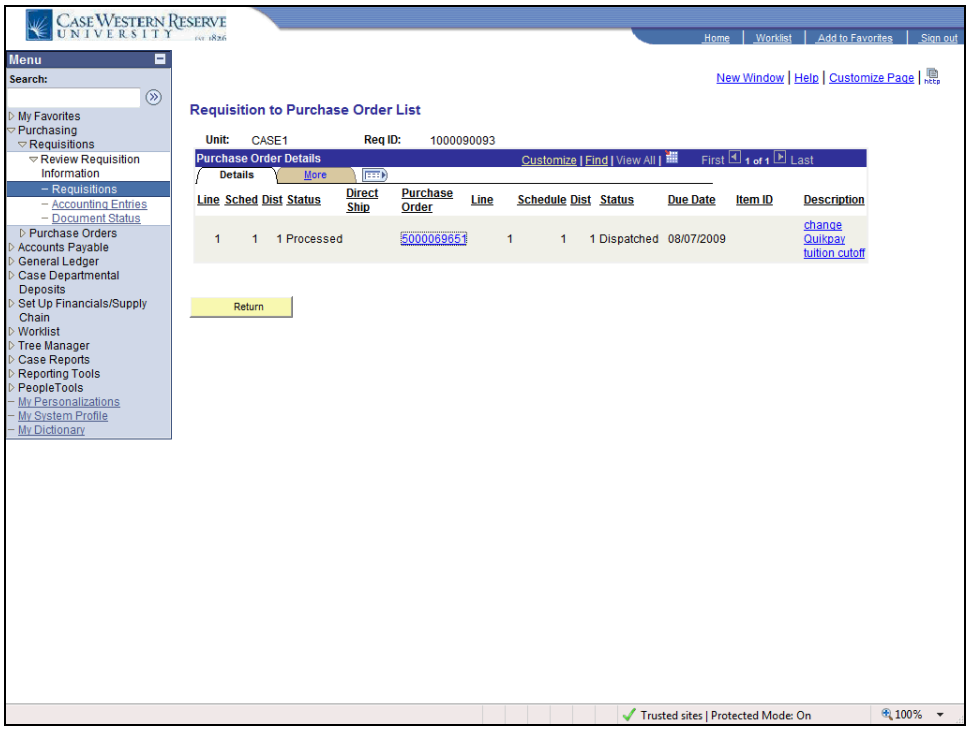
Step	Action
7.	The Line Details page appears. The following information is available on this page: line description, vendor ID, vendor name, quantity, amount, etc.
8.	Click the **Return** button. Return



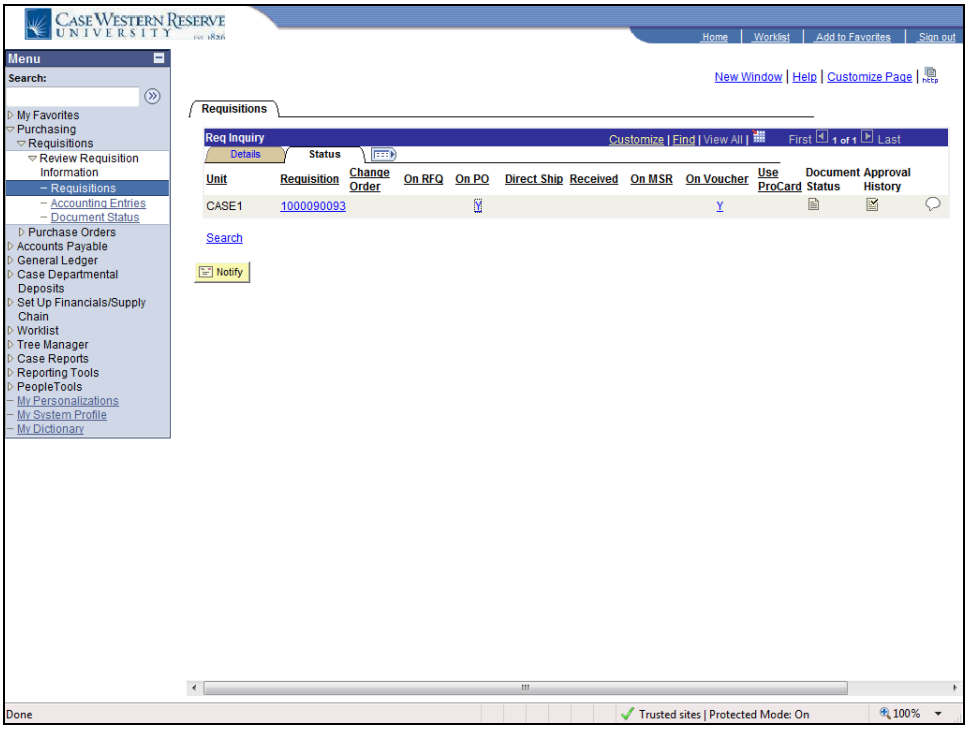
Step	Action
9.	Click the **Status** tab. Status



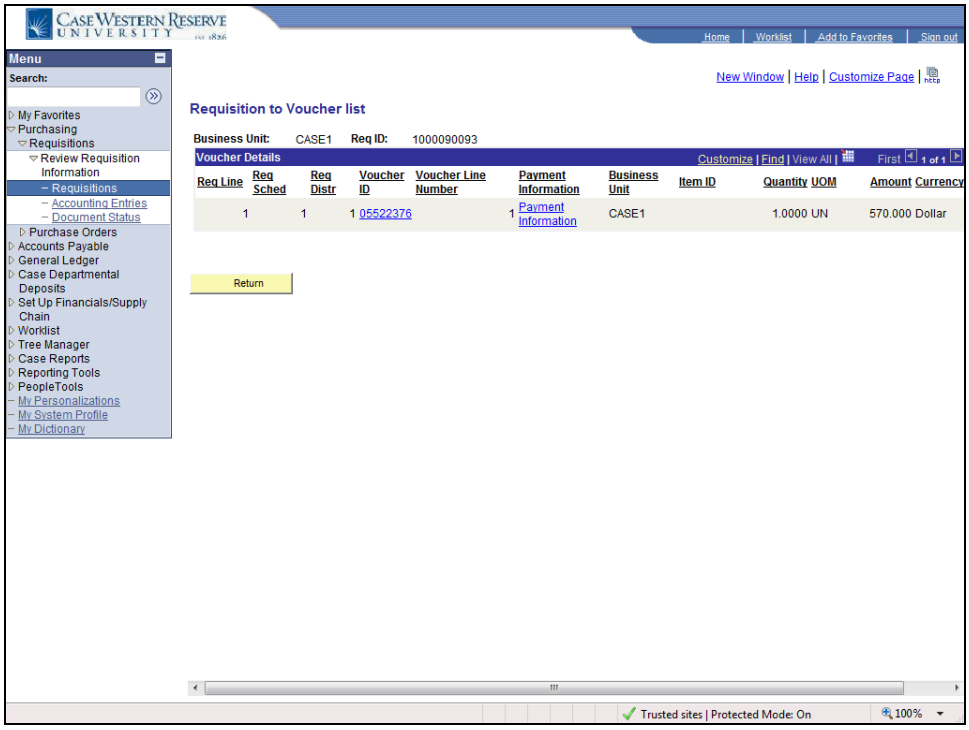
Step	Action
10.	If a PO has been created click the **Y** link in the **On PO** column to find the PO ID number.



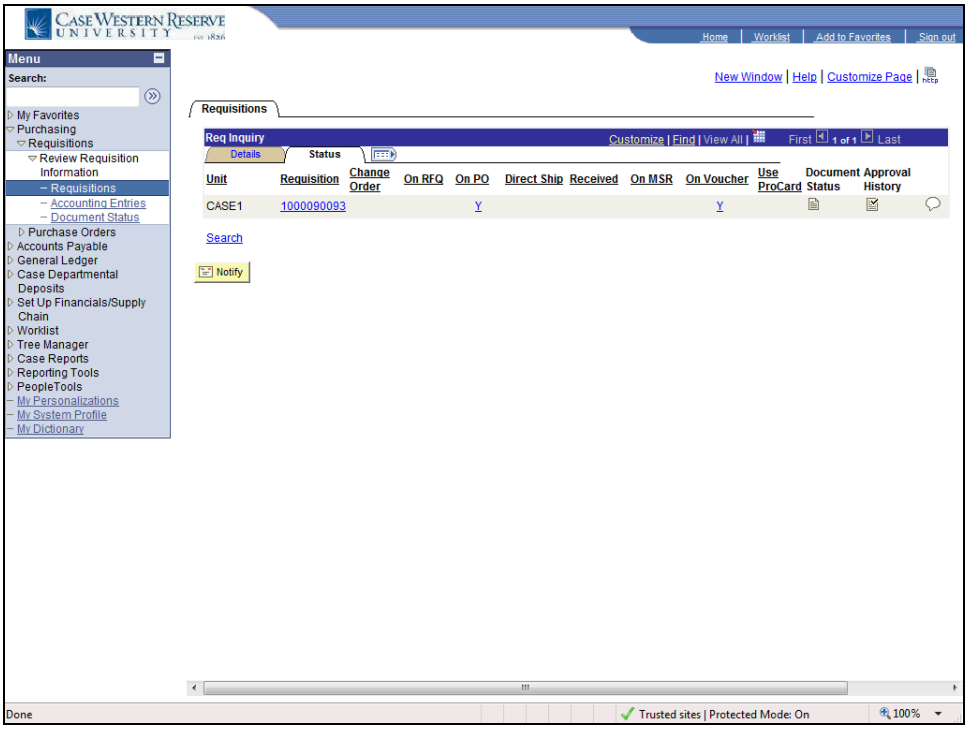
Step	Action
11.	The Requisition to Purchase Order List page appears. Click the numbered link in the **Purchase Order** column to go to Purchase Order Inquiry. 5000069651
12.	Or click the **Return** button. Return



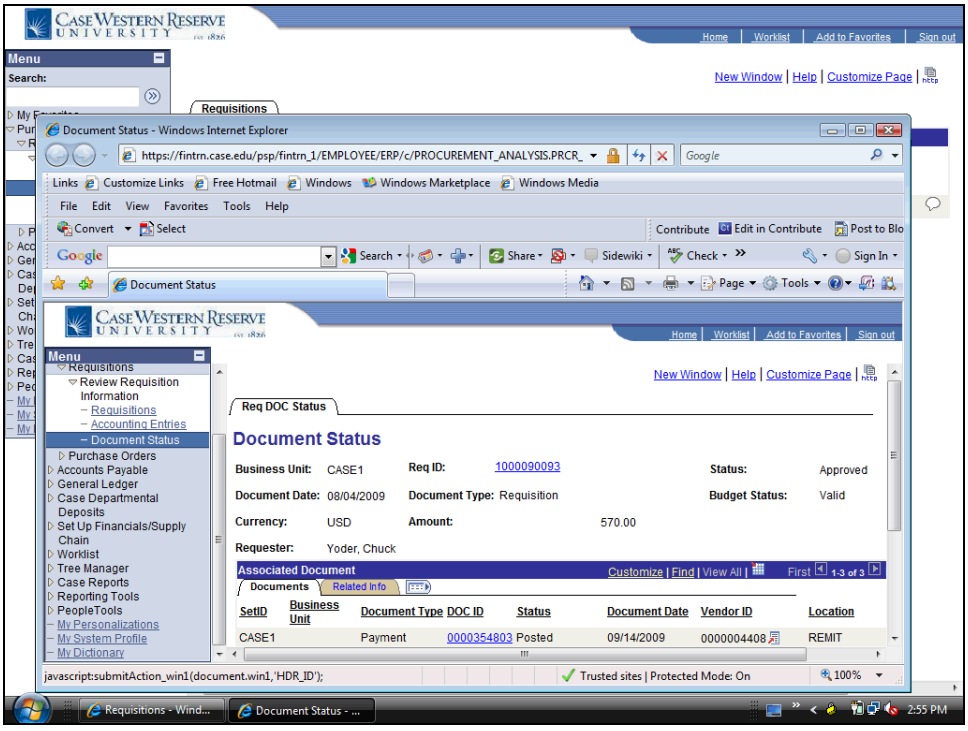
Step	Action
13.	If a Voucher has been created: Click on the **Y** link in the **On Voucher** column to obtain the Voucher ID number. Y


Home | Worklist | Add to Favorites | Sign out
Menu
Search:
My Favorites
Purchasing
Requisitions
Review Requisition Information
Requisitions
Accounting Entries
Document Status
Purchase Orders
Accounts Payable
General Ledger
Case Departmental Deposits
Set Up Financials/Supply Chain
Worklist
Tree Manager
Case Reports
Reporting Tools
PeopleTools
My Personalizations
My System Profile
My Dictionary
New Window | Help | Customize Page
Requisition to Voucher list
Business Unit: CASE1 Req ID: 1000090093
Voucher Details
Customize | Find | View All | First 1 of 1
Req Line | Req Sched | Req Distr | Voucher ID | Voucher Line Number | Payment Information | Business Unit | Item ID | Quantity UOM | Amount Currency
1 1 1 05522376 1 Payment Information CASE1 1.0000 UN 570.000 Dollar
Return
Trusted sites | Protected Mode: On
100%

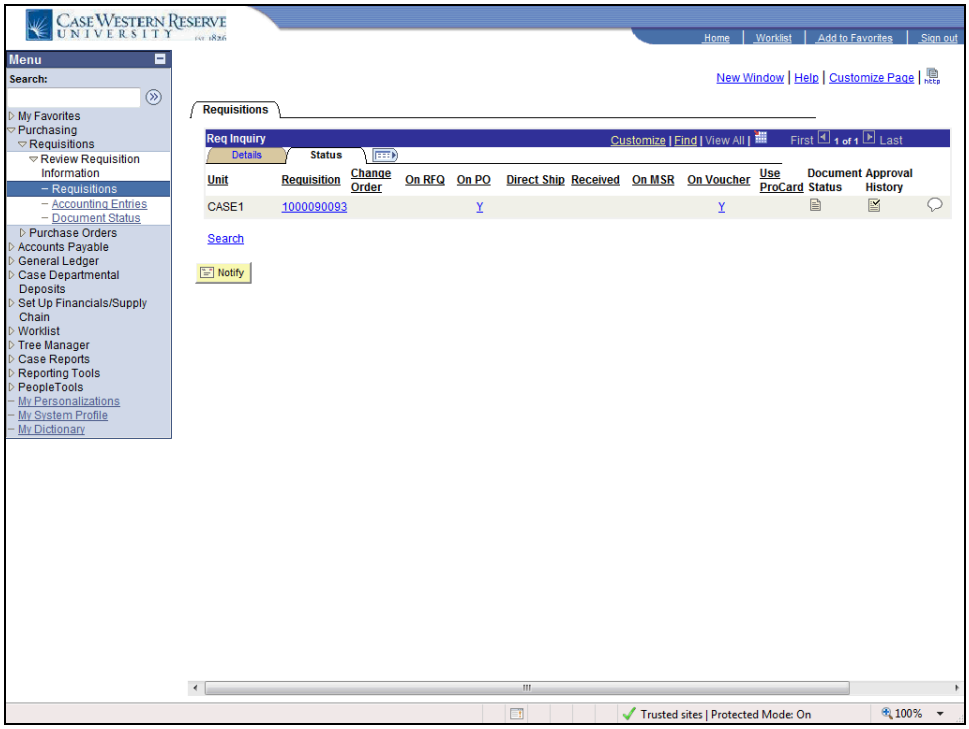
Step	Action
14.	The Requisition to Voucher list page appears. Click on the Voucher ID link in the Voucher ID column to go to the Voucher Inquiry page, or click the **Return** button. Return



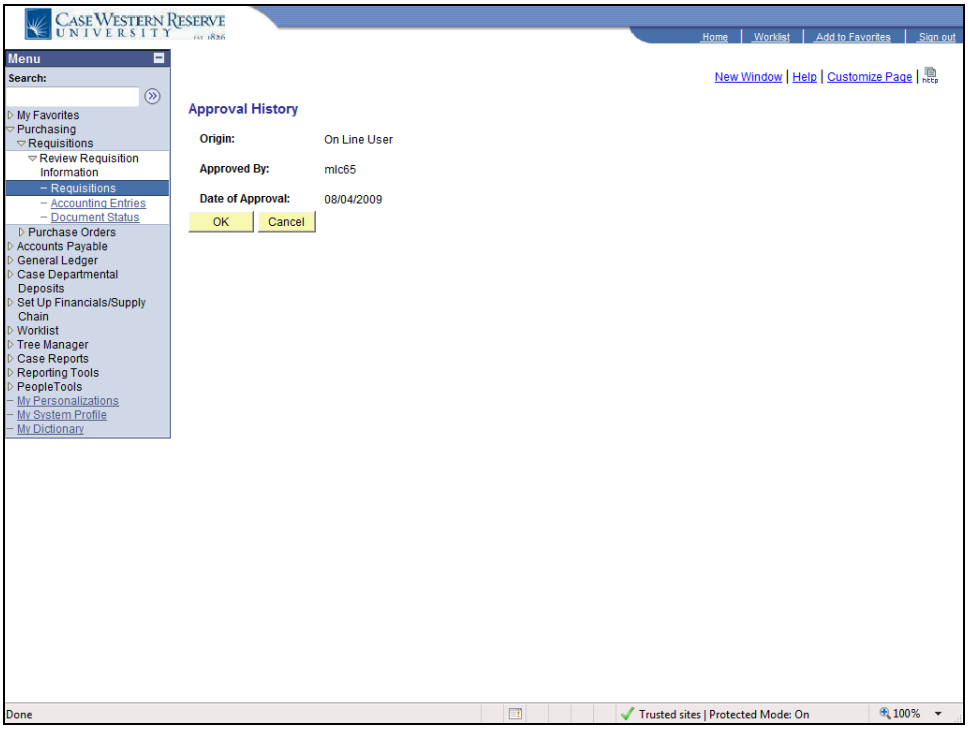
Step	Action
15.	Click the **Document Status** icon.



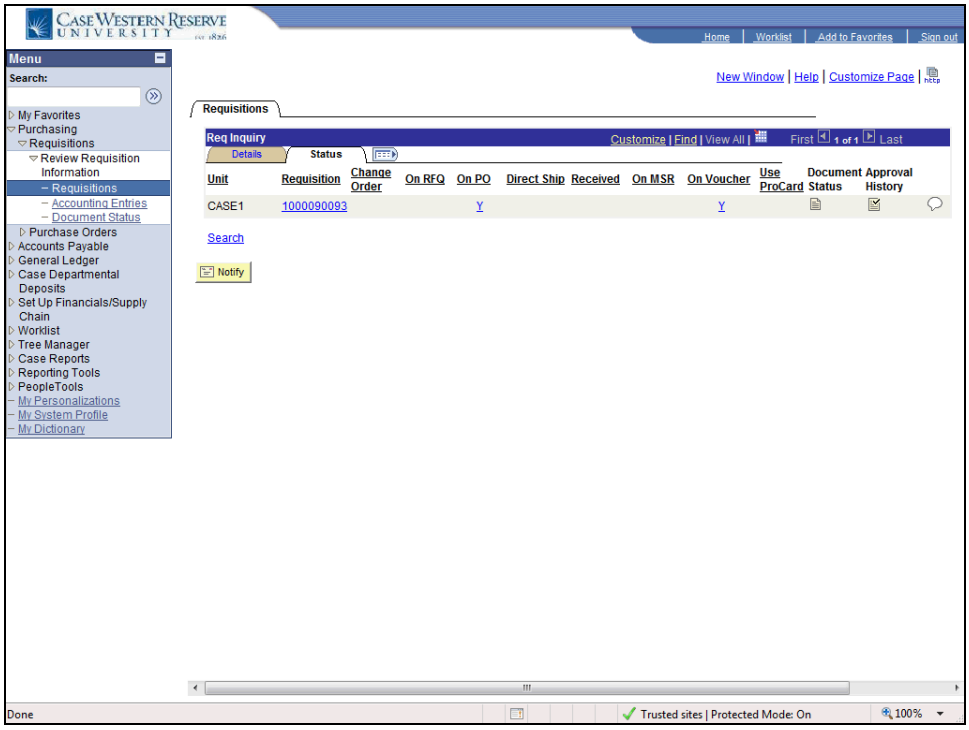
Step	Action
16.	A new window opens. The **Document Status** page appears. When you have reviewed the information, click the Close button to go back to the Requisition Inquiry.



Step	Action
17.	The Requisitions page appears. Click the **Approval History** button.



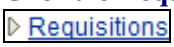
Step	Action
18.	The **Approval History** page appears. When finished, click the **OK** button. OK

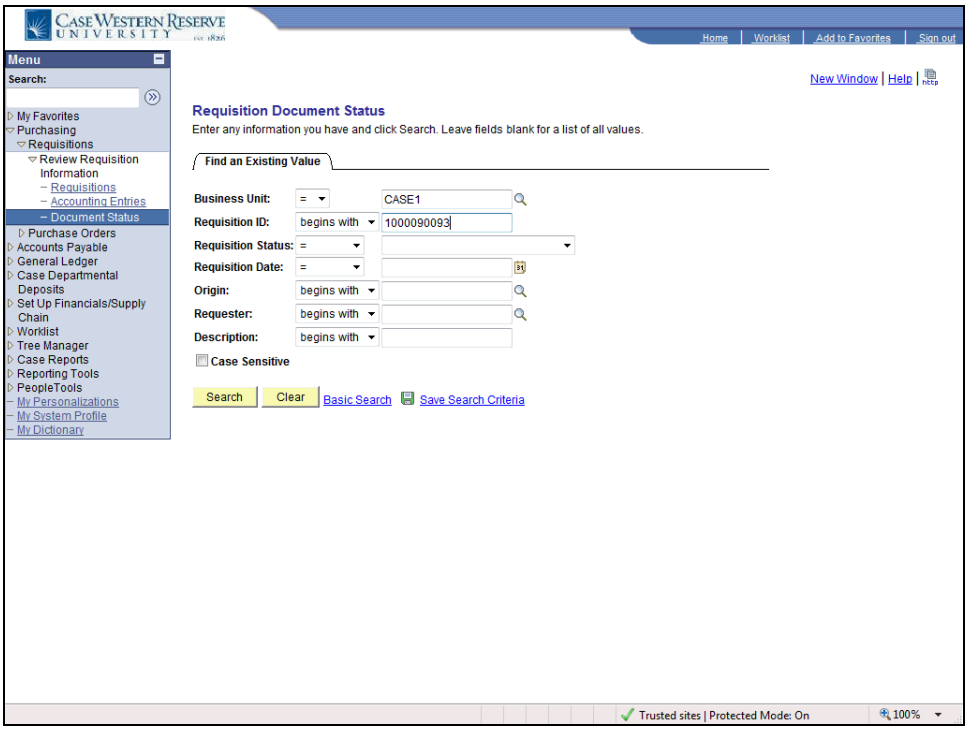


Step	Action
19.	The Requisitions page appears. Click the **Search** link to start a new search. Search
20.	**End of Procedure.**

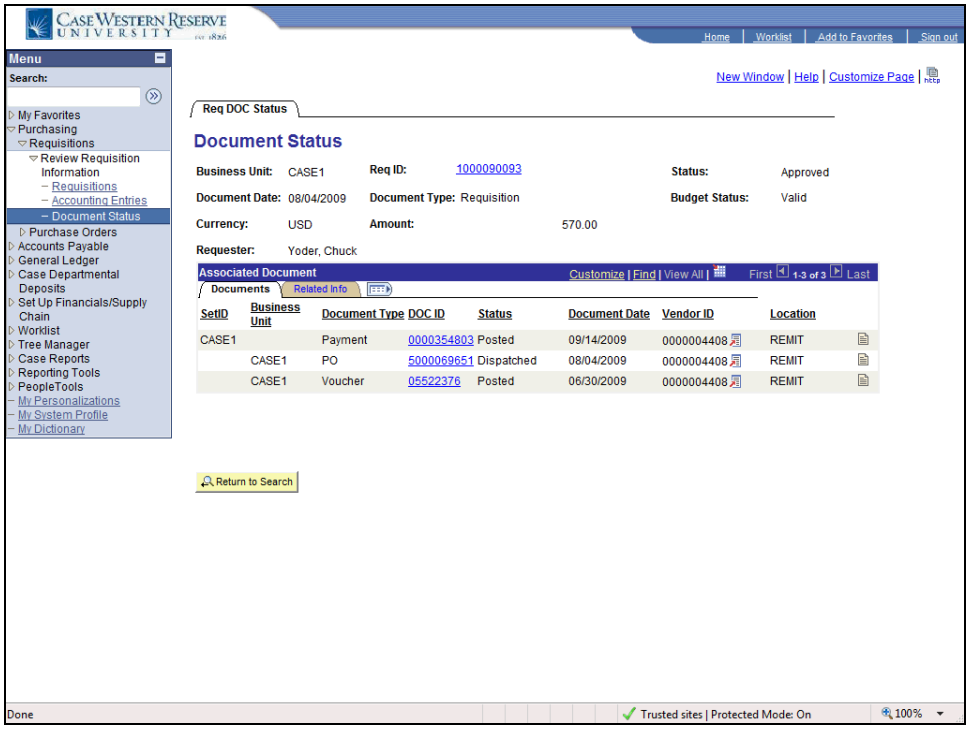
Requisition Document Status Inquiry

Procedure

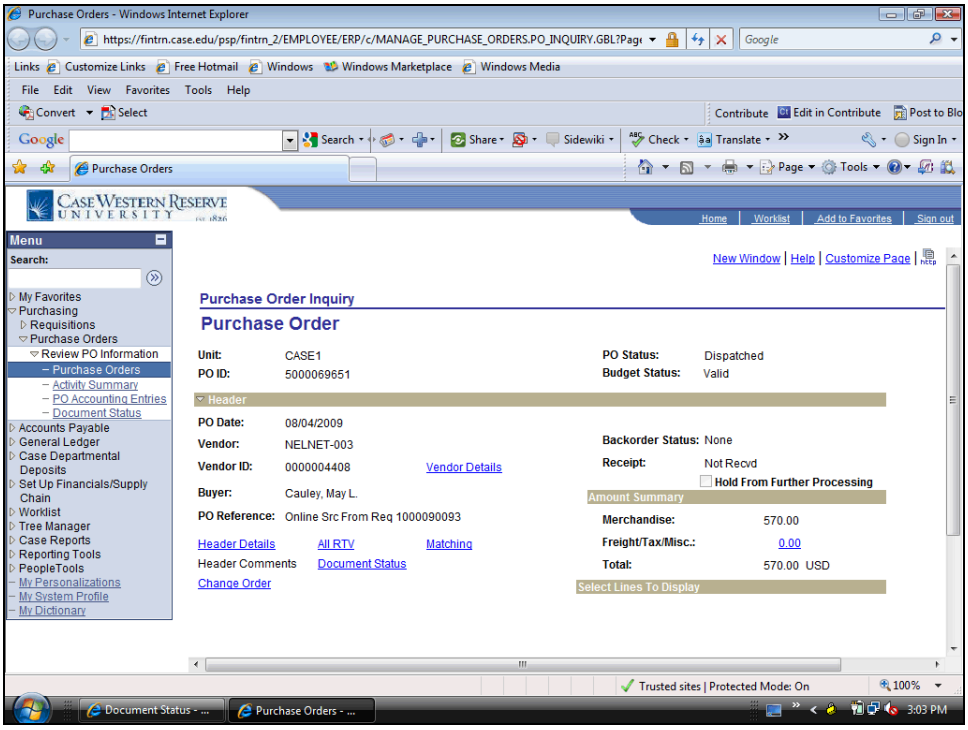
Step	Action
1.	Click the **Requisitions** link. 
2.	Click the **Review Requisition Information** link.
3.	Click the **Document Status** link.
4.	Enter the requisition number into the **Requisition ID** field.



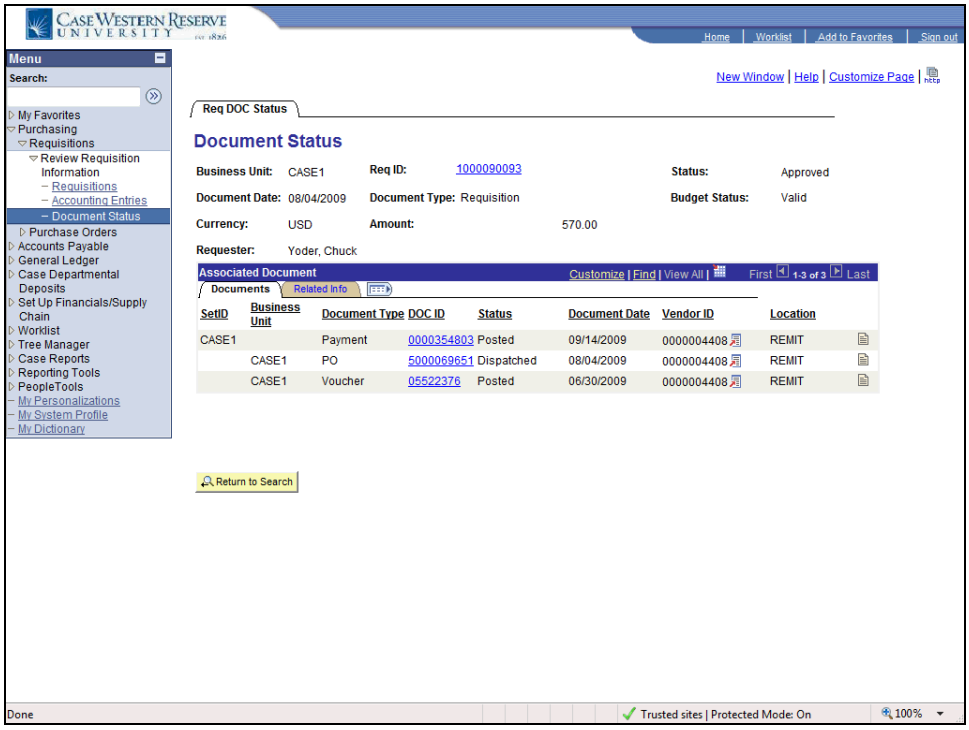
Step	Action
5.	Click the **Search** button.



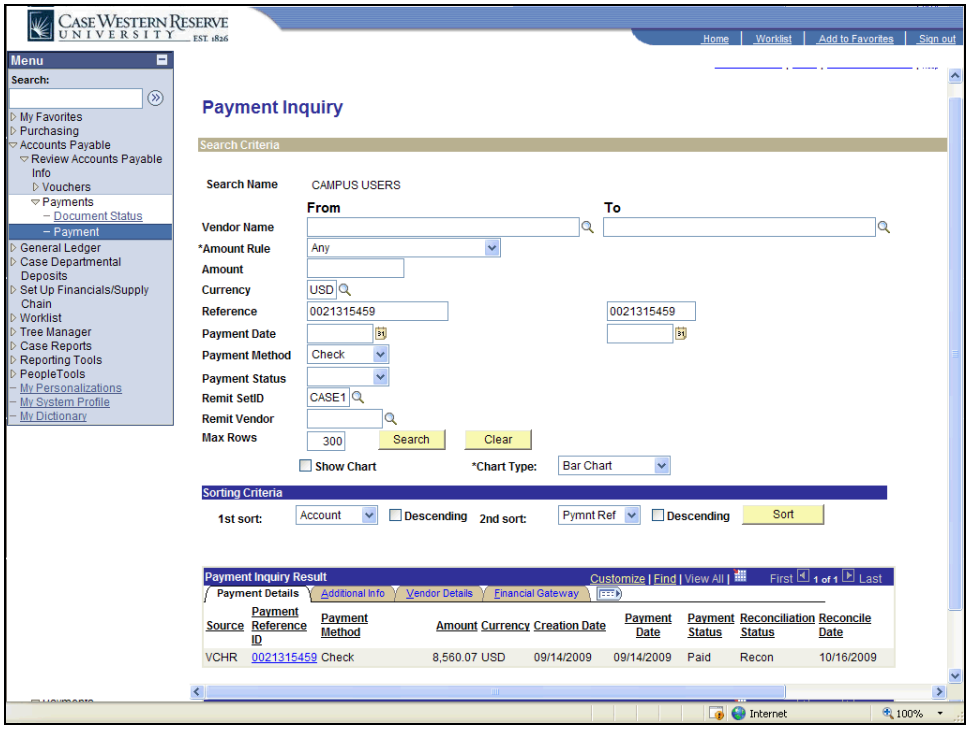
Step	Action
6.	The **Document Status** page appears. This page shows you all the procurement documents related to this requisition, such as PO, Voucher, Payment, etc. Click the Doc ID link for the PO Document Type. PO 5000069651



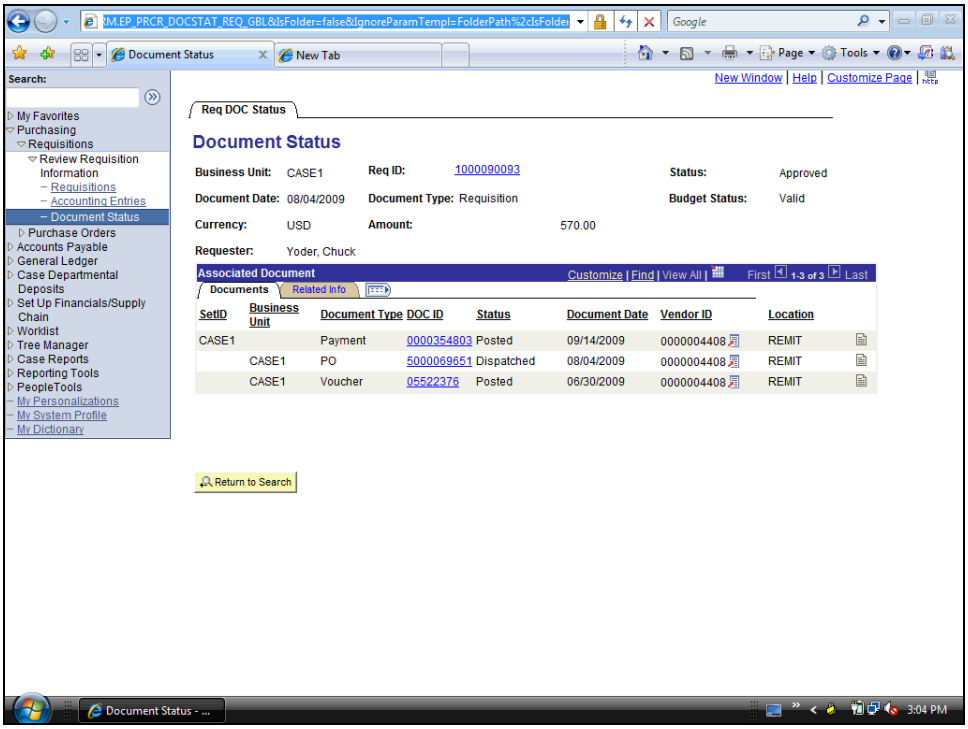
Step	Action
7.	A new window opens. The **Purchase Order** page appears. When you have reviewed the information, click the Close button to go back to the Requisition Search page.

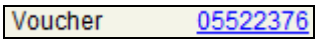


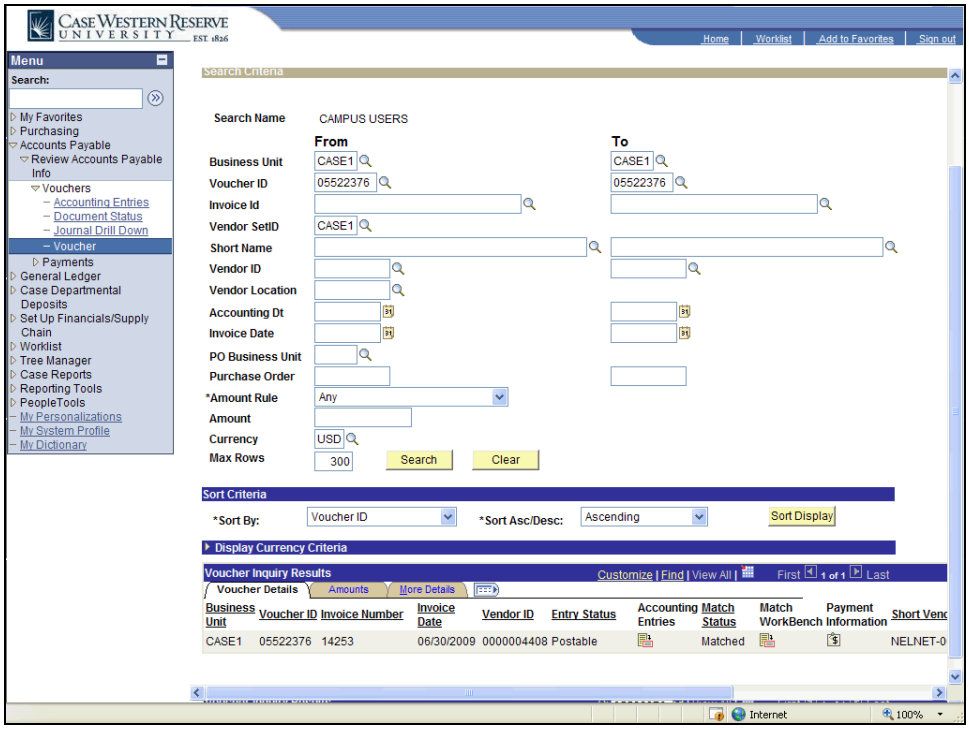
Step	Action
8.	Click the **Doc ID** link for the Payment Document Type. Payment 0000354803



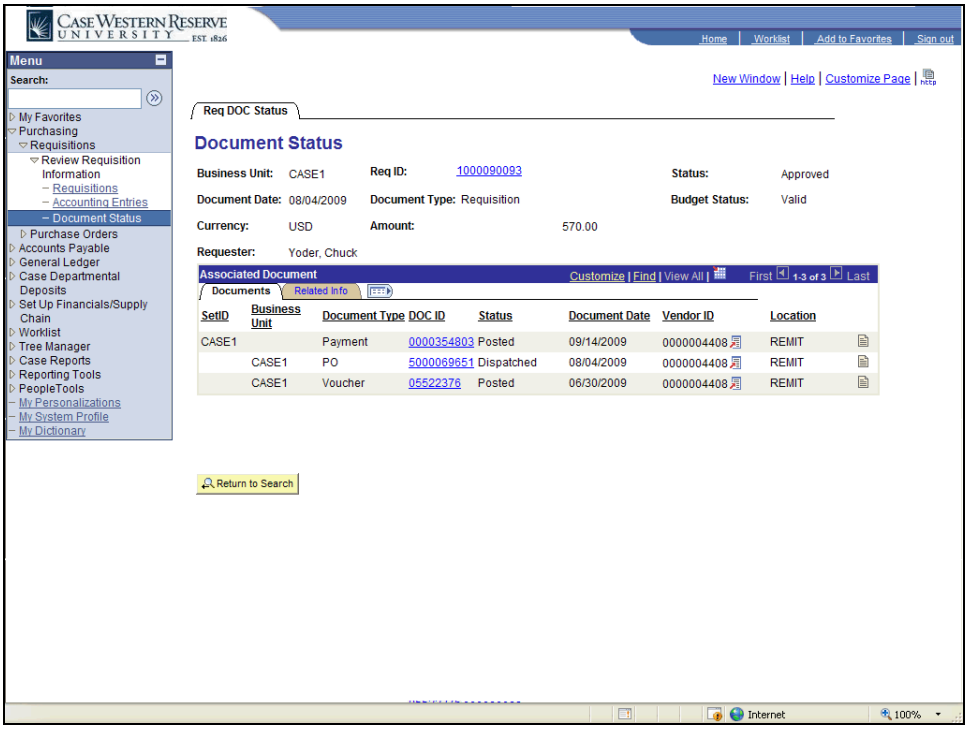
Step	Action
9.	The **Payment Inquiry** page appears. Information about the Payment details are located below the search criteria. When you have reviewed the information, click the Close button to go back to the Requisition Search page.



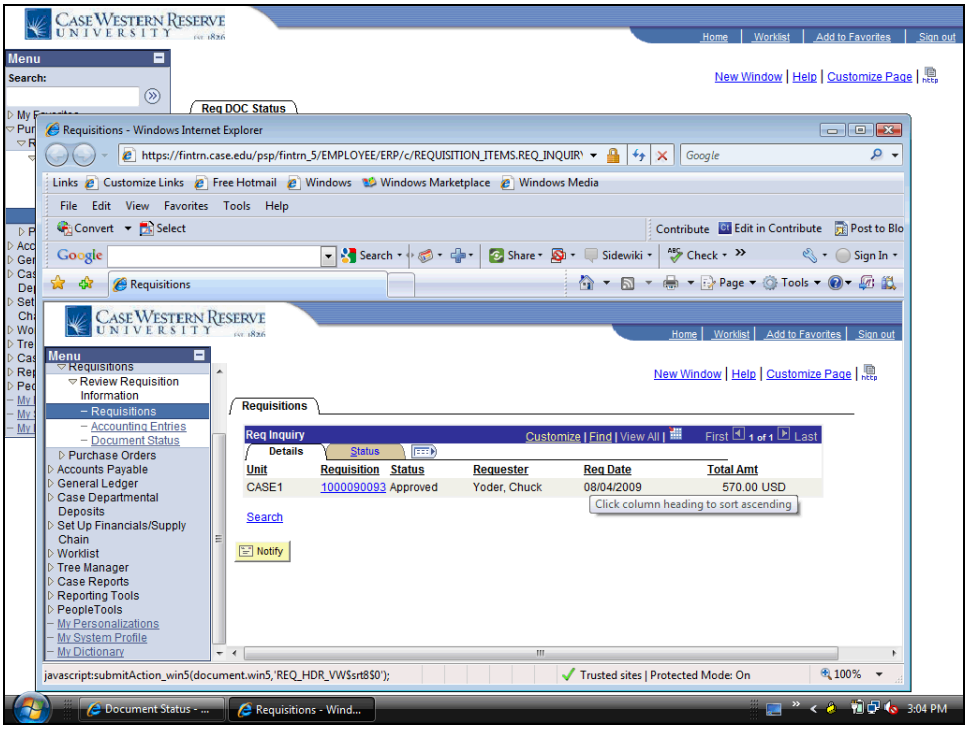
Step	Action
10.	Click the Doc ID link for the Voucher Document Type. 



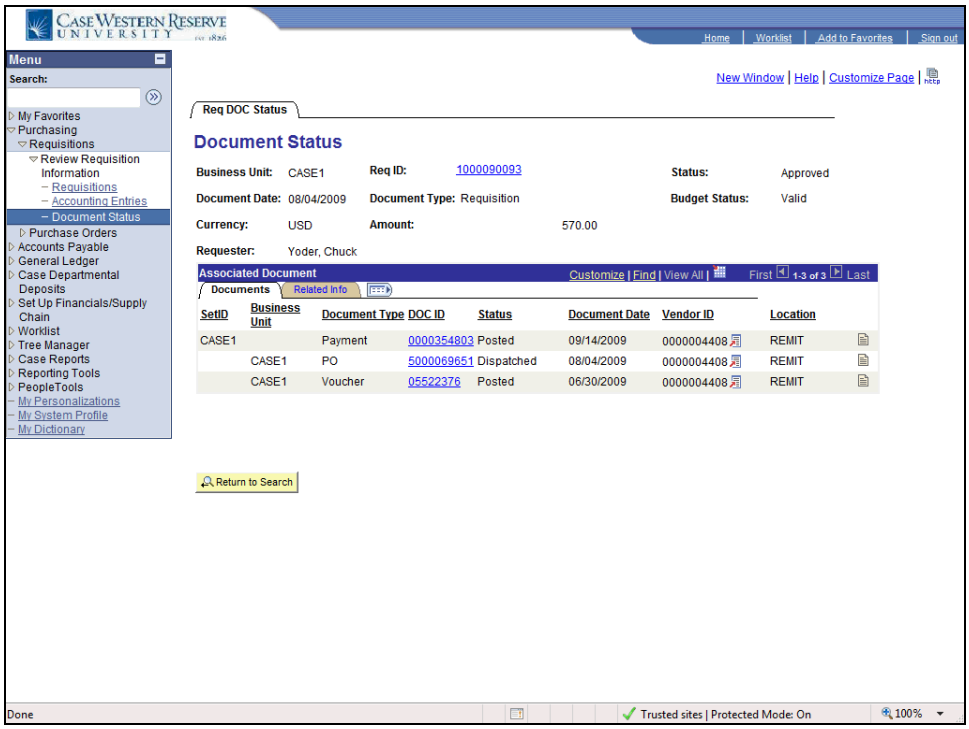
Step	Action
11.	A new window opens to the **Voucher Inquiry** page. Below the search criteria you can view the **Voucher Details** information. When you have reviewed the information, click the Close button to go back to the Requisition Search page.

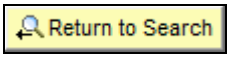


Step	Action
12.	Click the **Req ID** link. **Req ID:** 1000090093


Requisitions - Windows Internet Explorer
https://fintrn.case.edu/psp/fintrn_5/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQ_INQUIR
Links | Customize Links | Free Hotmail | Windows | Windows Marketplace | Windows Media
File | Edit | View | Favorites | Tools | Help
Requisitions
Req Inquiry
Customize | Find | View All | First 1 of 1 Last
Details | Status
Unit | Requisition | Status | Requester | Req Date | Total Amt
CASE1 | 1000090093 | Approved | Yoder, Chuck | 08/04/2009 | 570.00 USD
Click column heading to sort ascending
Search
Notify
javascript:submitAction_win5(document.win5,'REQ_HDR_VW$srt8$0');
Trusted sites | Protected Mode: On
100%
3:04 PM

Step	Action
13.	A new window for the **Requisition**. View the **Details** of the Requisition. When you have reviewed the information, click the Close button to go back to the Requisition Search page.



Step	Action
14.	Click the **Return to Search** button if you want to start a new search. 
15.	**End of Procedure.**

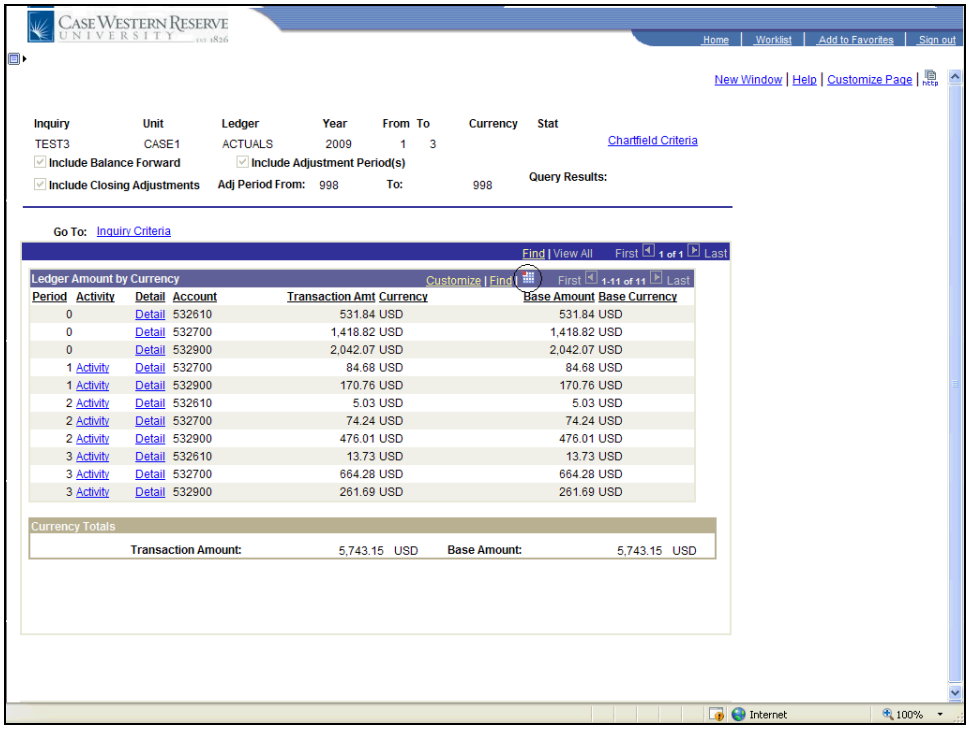
Appendices

Appendix A: General Ledger Inquiry

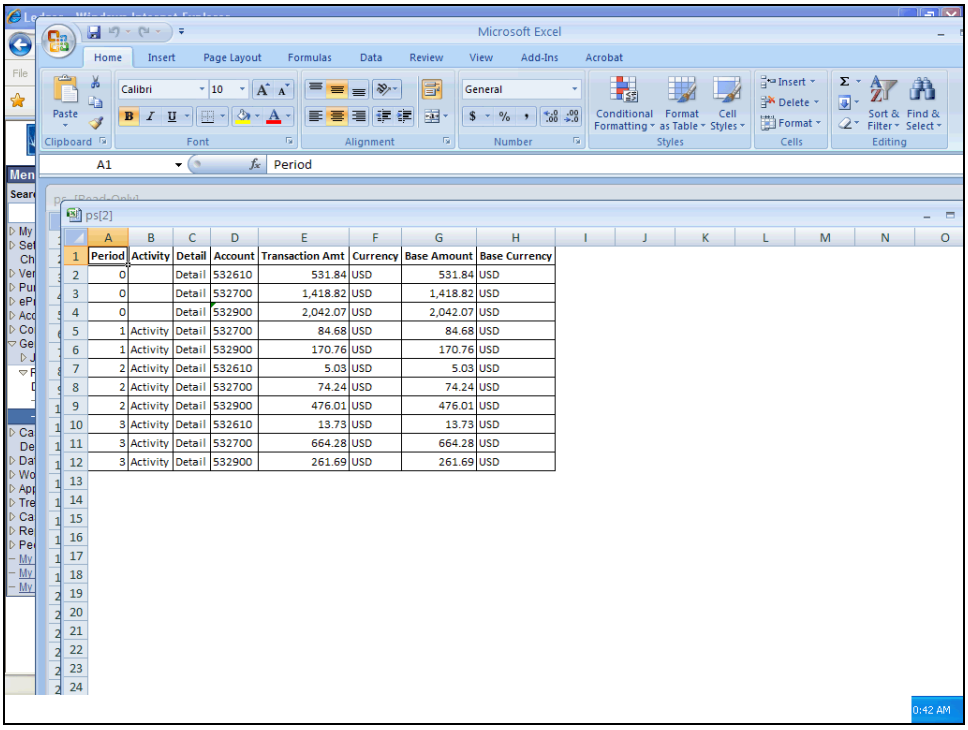
The appendix details how to use the download to Excel icon and the Customize link. These will allow you to customize the online inquiry you see as well as download data to Excel for further manipulation.

Procedure

This section will demonstrate how to use the Download to Excel icon and the Customize link for doing reports in General Ledger Inquiry.

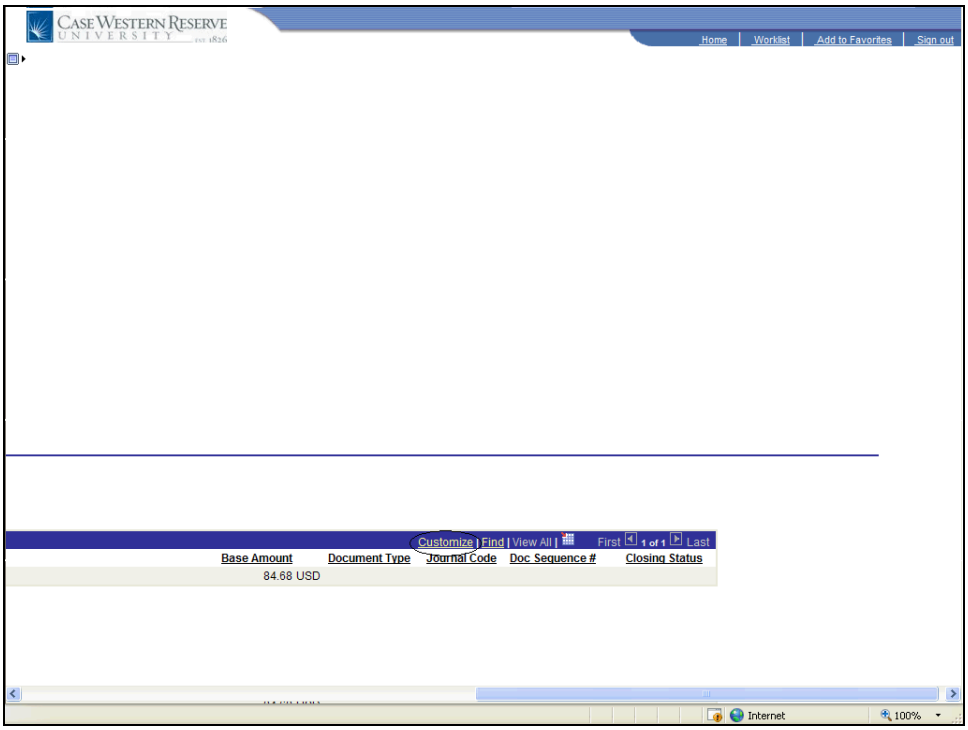

Home | Worklist | Add to Favorites | Sign out
New Window | Help | Customize Page
Inquiry Unit Ledger Year From To Currency Stat
TEST3 CASE1 ACTUALS 2009 1 3
Chartfield Criteria
Include Balance Forward
Include Adjustment Period(s)
Include Closing Adjustments
Adj Period From: 998 To: 998
Query Results:
Go To: Inquiry Criteria
Find | View All First 1 of 1 Last
Ledger Amount by Currency
Customize | Find | First 1-11 of 11 Last
Period Activity Detail Account Transaction Amt Currency Base Amount Base Currency
0 Detail 532610 531.84 USD 531.84 USD
0 Detail 532700 1,418.82 USD 1,418.82 USD
0 Detail 532900 2,042.07 USD 2,042.07 USD
1 Activity Detail 532700 84.68 USD 84.68 USD
1 Activity Detail 532900 170.76 USD 170.76 USD
2 Activity Detail 532610 5.03 USD 5.03 USD
2 Activity Detail 532700 74.24 USD 74.24 USD
2 Activity Detail 532900 476.01 USD 476.01 USD
3 Activity Detail 532610 13.73 USD 13.73 USD
3 Activity Detail 532700 664.28 USD 664.28 USD
3 Activity Detail 532900 261.69 USD 261.69 USD
Currency Totals
Transaction Amount: 5,743.15 USD Base Amount: 5,743.15 USD
Internet
100%

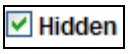
Step	Action
1.	Click on the download icon on any page to download the information to an Excel spreadsheet. Make sure you have allowed pop up's and that you have configured Excel to download files. See Appendix C for instructions on how to set your settings to use this feature.

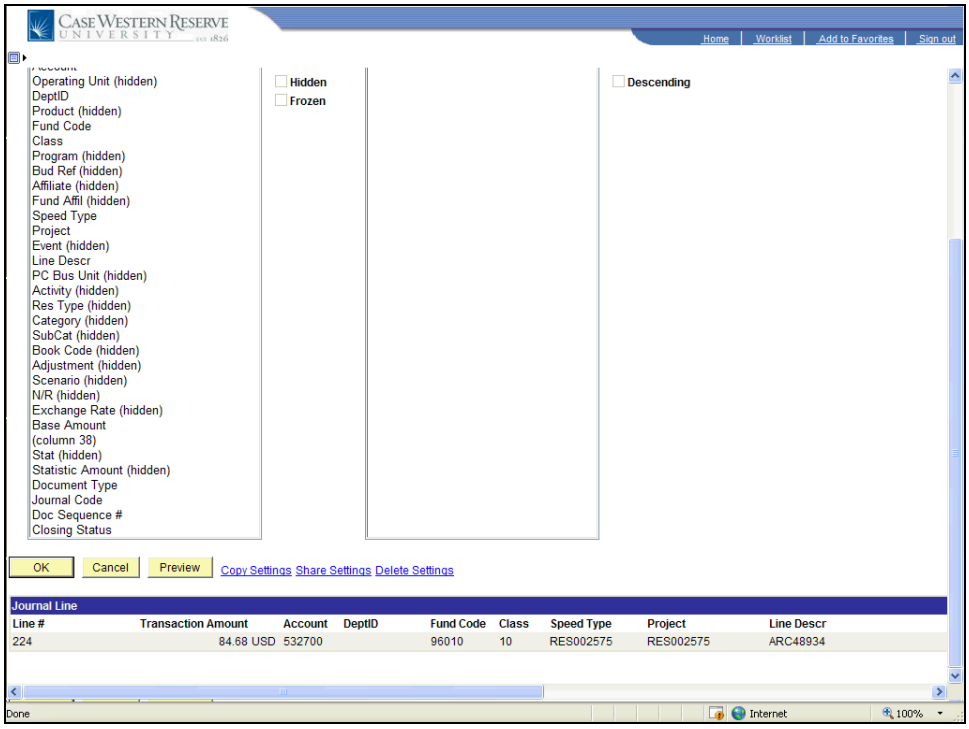


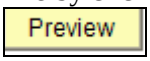
Period	Activity	Detail	Account	Transaction Amt	Currency	Base Amount	Base Currency
0		Detail	532610	531.84	USD	531.84	USD
0		Detail	532700	1,418.82	USD	1,418.82	USD
0		Detail	532900	2,042.07	USD	2,042.07	USD
1	Activity	Detail	532700	84.68	USD	84.68	USD
1	Activity	Detail	532900	170.76	USD	170.76	USD
2	Activity	Detail	532610	5.03	USD	5.03	USD
2	Activity	Detail	532700	74.24	USD	74.24	USD
2	Activity	Detail	532900	476.01	USD	476.01	USD
3	Activity	Detail	532610	13.73	USD	13.73	USD
3	Activity	Detail	532700	664.28	USD	664.28	USD
3	Activity	Detail	532900	261.69	USD	261.69	USD

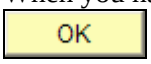
Step	Action
2.	Information that has been downloaded to an Excel spreadsheet.



Step	Action
3.	You can reduce the line width of the Journal Line by removing fields. Click the **Customize** link on the far right of the Journal Line section of the screen.
4.	Two columns will appear. One will list all the fields in the Journal Line. Any field can be hidden, just click the field name. For example, click the **Event** list item.
5.	Once you have selected the field, then click the **Hidden** option in the center of the two columns. 
6.	You can also move the fields up or down in the order. For example, click on Event and then click the up arrow in the center of the screen 2 times and it would move in front of the Speedtype field.



Step	Action
7.	When you are finished hiding and moving fields, you can see what the row will look like by clicking the **Preview** button at the bottom. 

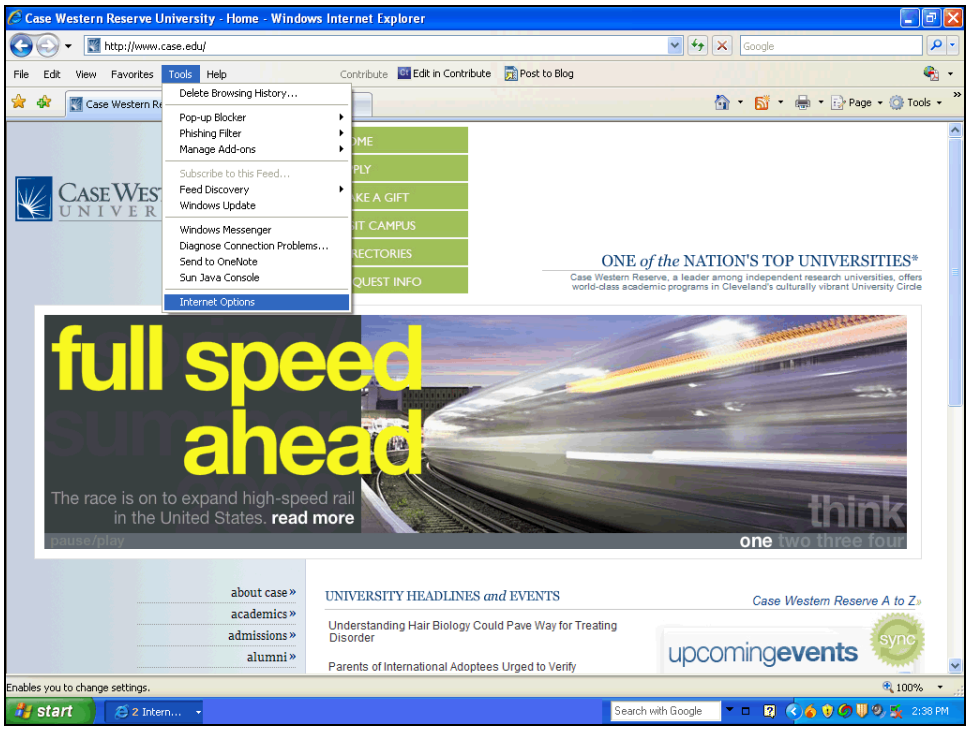
Step	Action
8.	When you have finished, click the **OK** button. 
9.	**End of Procedure.**

Appendix B: Clearing Browser Cache in Internet Explorer

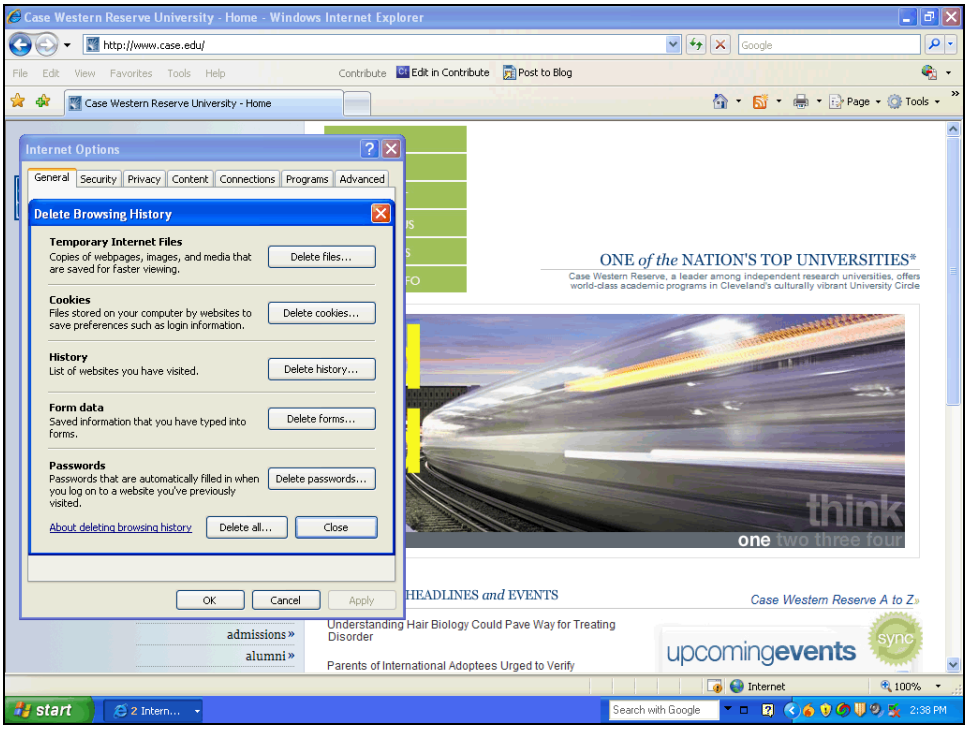
This process describes how to clear your browser cache in Internet Explorer.

Procedure

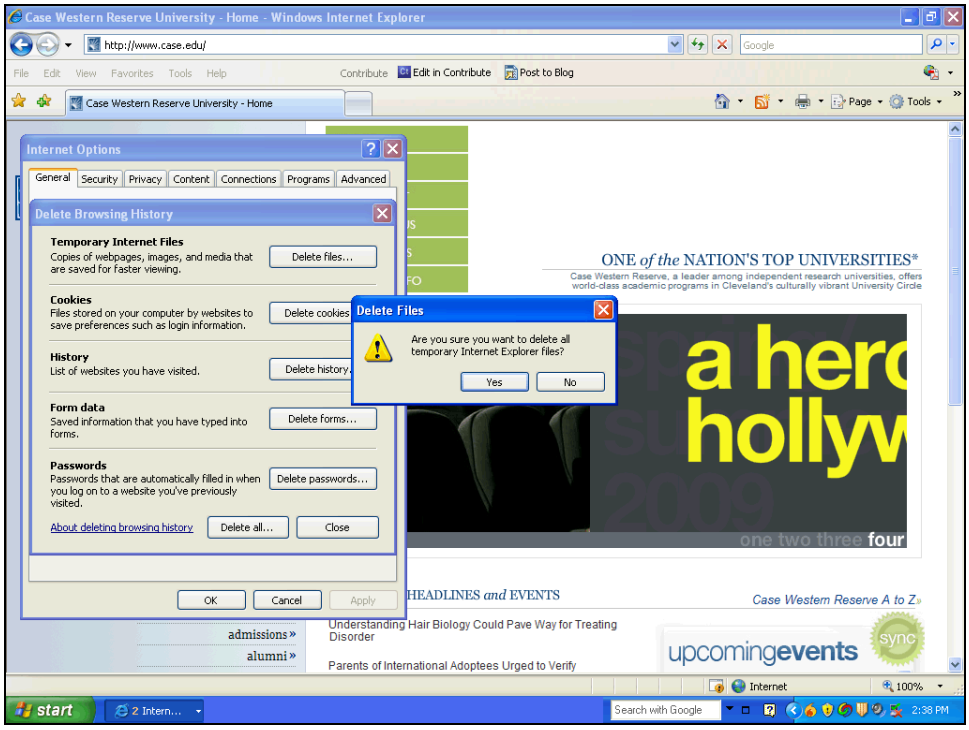
Step	Action
1.	Click the **Tools** menu on your browser. Tools



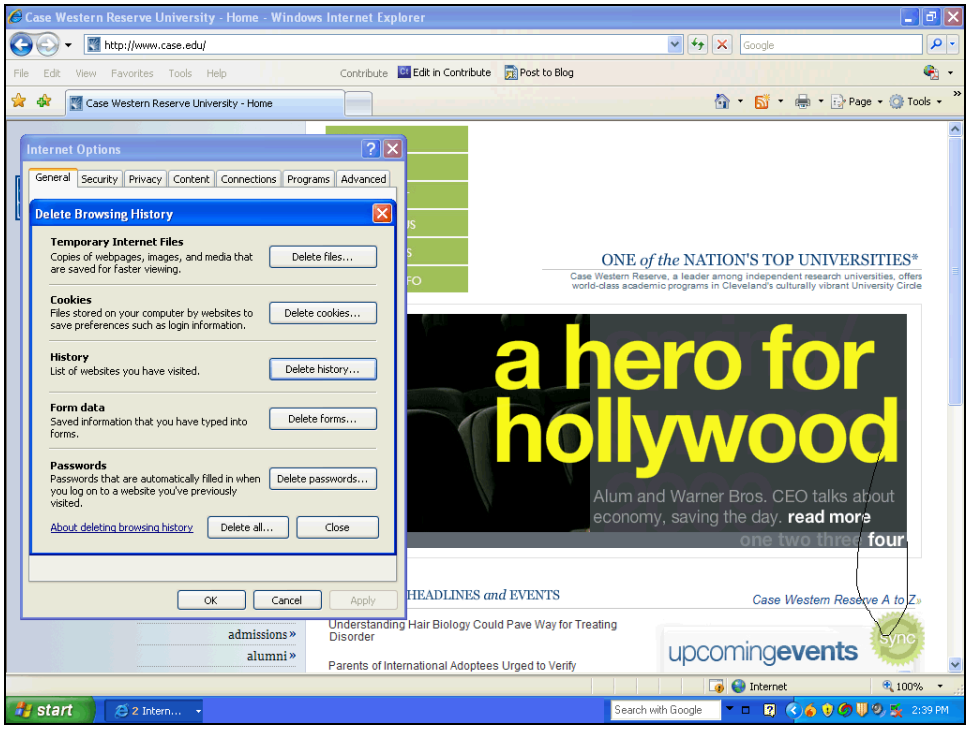
Step	Action
2.	Click **Internet Options** on the Tools menu.

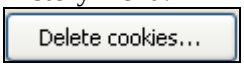


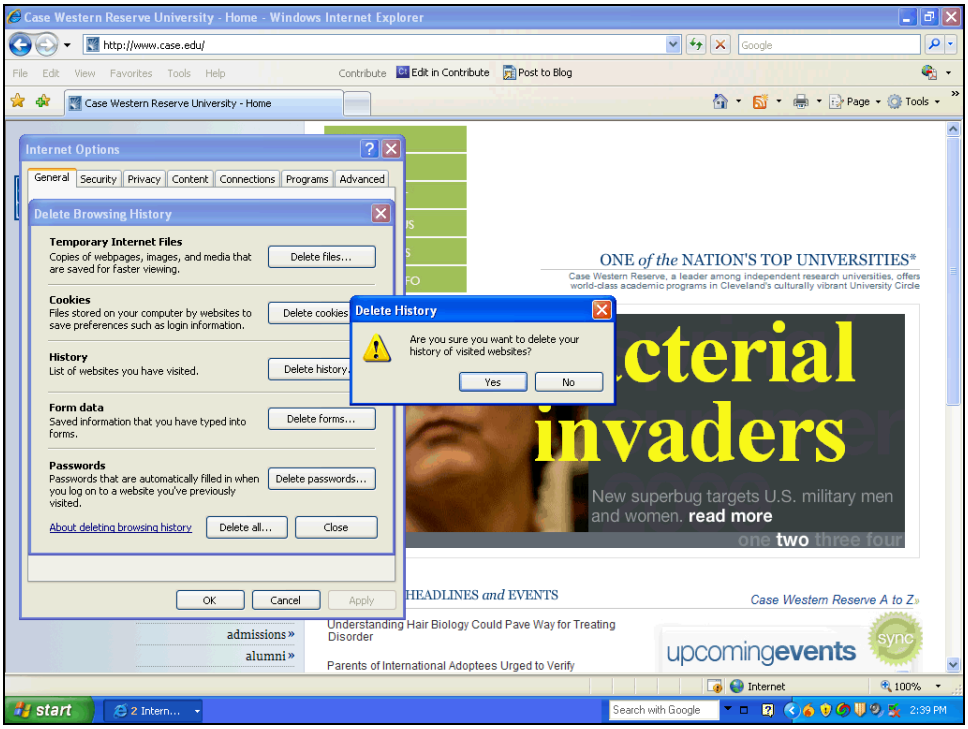
Step	Action
3.	The Delete Browsing History menu appears. Click the **Delete files...** button.

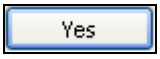

Case Western Reserve University - Home - Windows Internet Explorer
Internet Options
Delete Browsing History
Delete Files
Are you sure you want to delete all temporary Internet Explorer files?
Yes
No
ONE of the NATION'S TOP UNIVERSITIES*
upcomingevents

Step	Action
4.	Click the **Yes** button on the confirmation pop up. Yes


Case Western Reserve University - Home - Windows Internet Explorer
Internet Options
Delete Browsing History
ONE of the NATION'S TOP UNIVERSITIES*
a hero for hollywood
Alum and Warner Bros. CEO talks about economy, saving the day. read more
upcomingevents

Step	Action
5.	Click the **Delete cookies...** button in the Cookies section of the Delete Browsing History menu. 



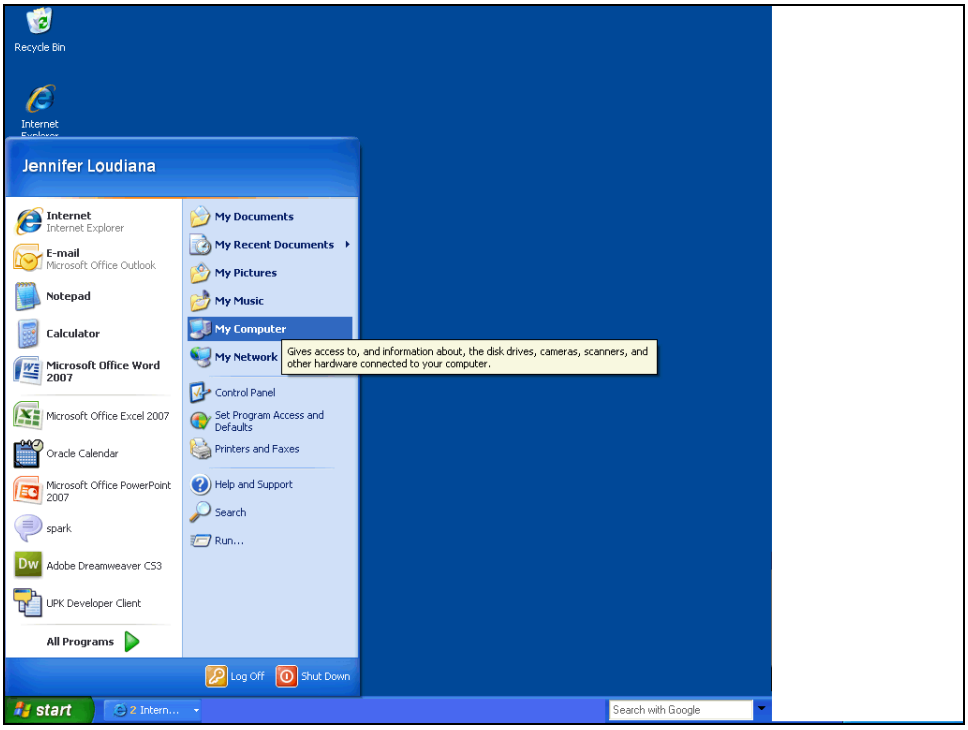
Step	Action
6.	Click the **Yes** button on the confirmation pop up. 
7.	Click the **Close** button on the Delete Browser History window.
8.	Click the **OK** button on the Internet Options window.
9.	**End of Procedure.**

Appendix C: Configure Internet Explorer for Excel

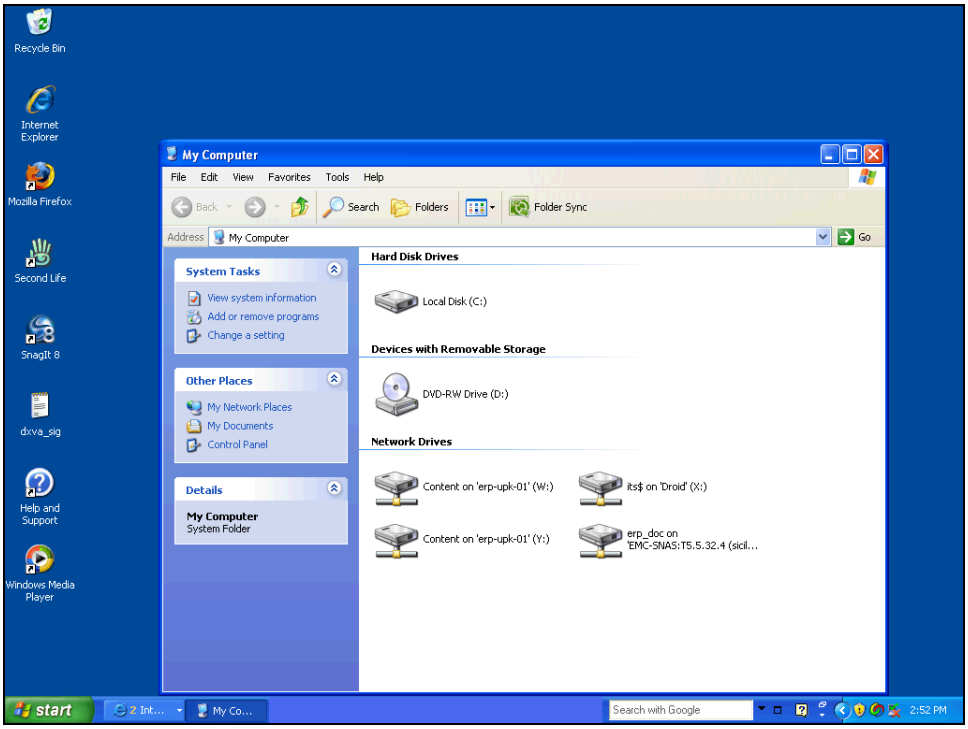
This procedure describes how to setup Excel to be able to use the Download button to download data to Excel.

Procedure

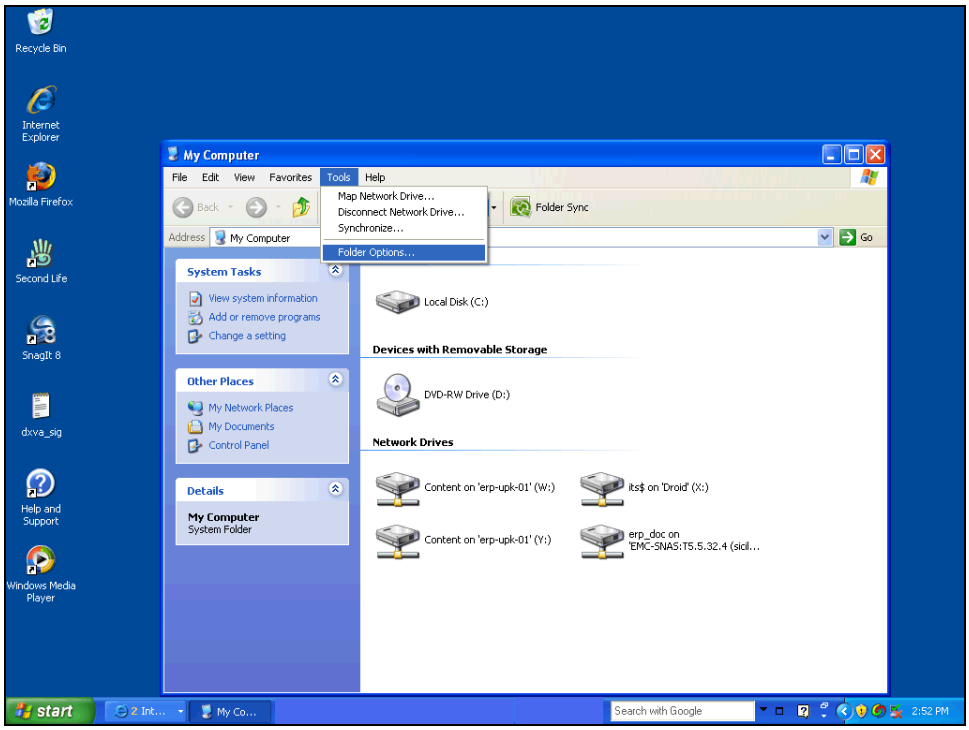
Step	Action
1.	Click the **Start** button (Windows XP) or the Windows icon (Windows Vista) on your computer in the lower left hand corner if you have Windows XP or Vista.



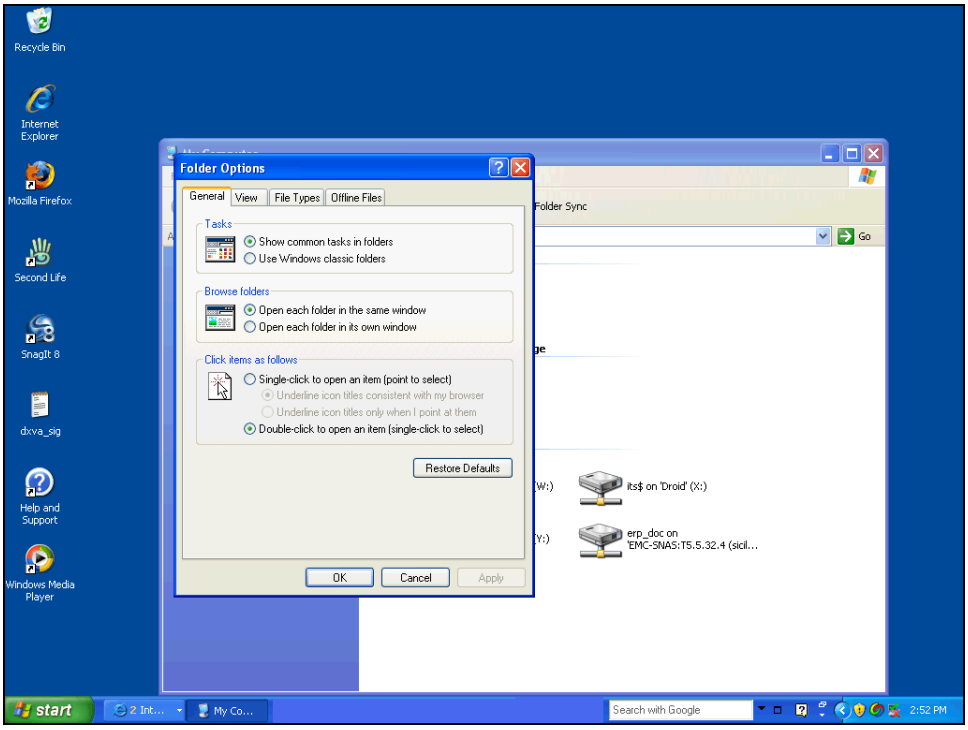
Step	Action
2.	Click the **My Computer** or **Computer** list item on your menu.



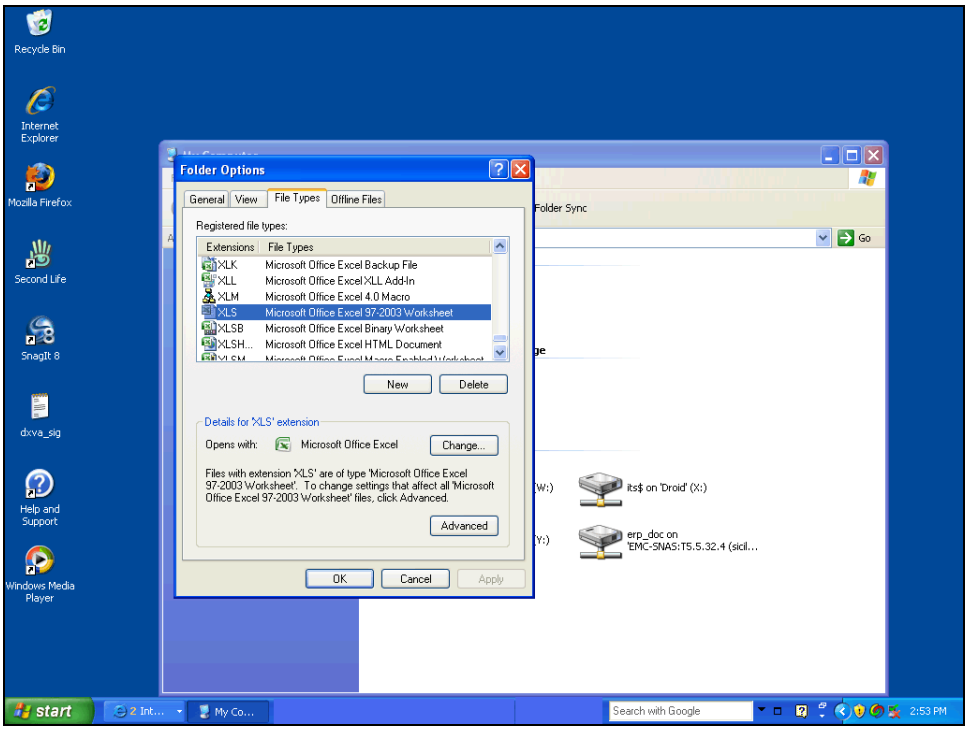
Step	Action
3.	The My Computer (in Windows XP) window will open. Click **Tools** on the menu. Tools

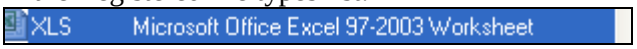


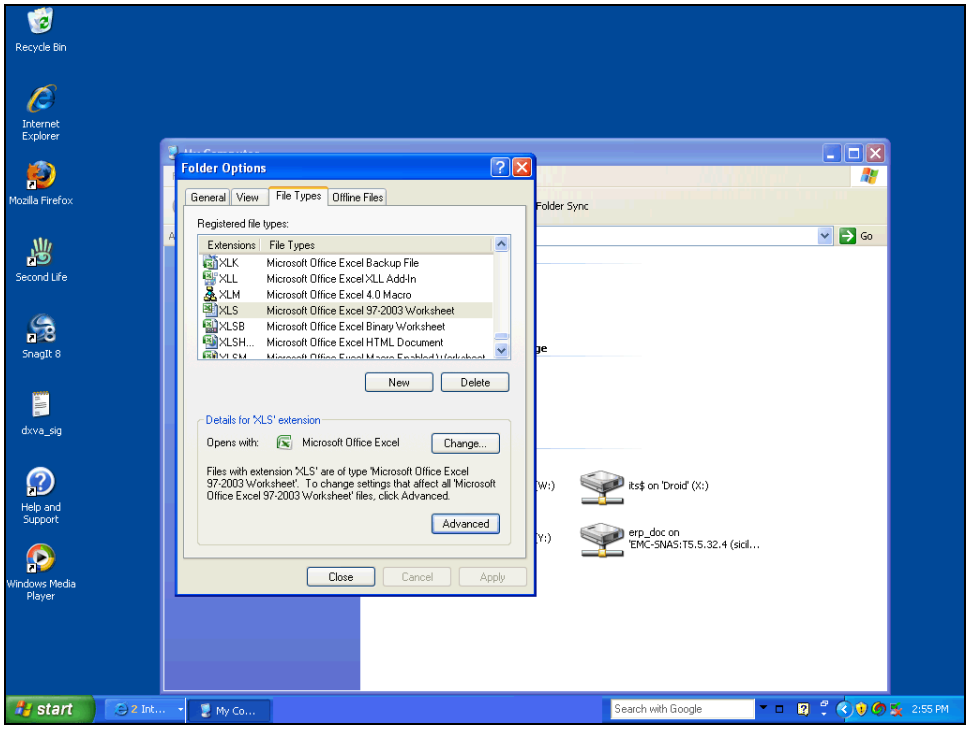
Step	Action
4.	Click the **Folder Options...** on the Tools Menu. Folder Options...
	or Press **[O]**.

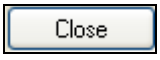


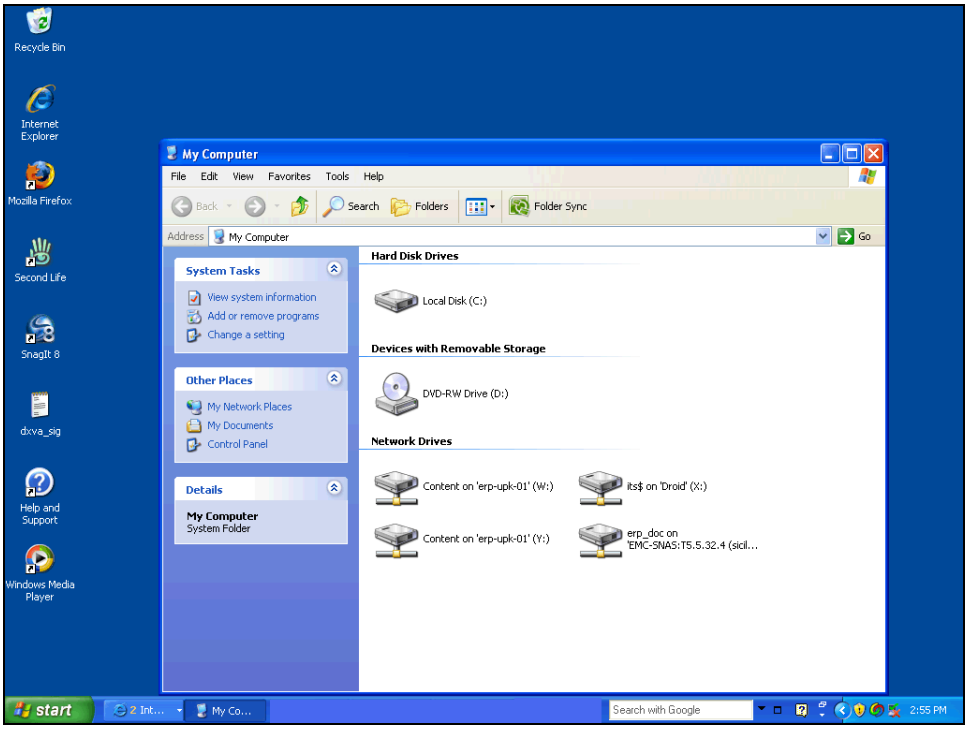
Step	Action
5.	The Folder Options window opens. Click the **File Types** tab. File Types



Step	Action
6.	Click the **XLS** or the **XLSX** (if using Office 2007) name in the Extensions column in the Registered file types list. 
7.	Click the **Advanced** button.
8.	The Edit File Type window opens. Uncheck or make sure it is not checked the option **Confirm open after download** option. Also the other options, **Always show extension** and **Browse in same window** are not checked.
9.	Click the **OK** button.



Step	Action
10.	Click the **Close** button. 

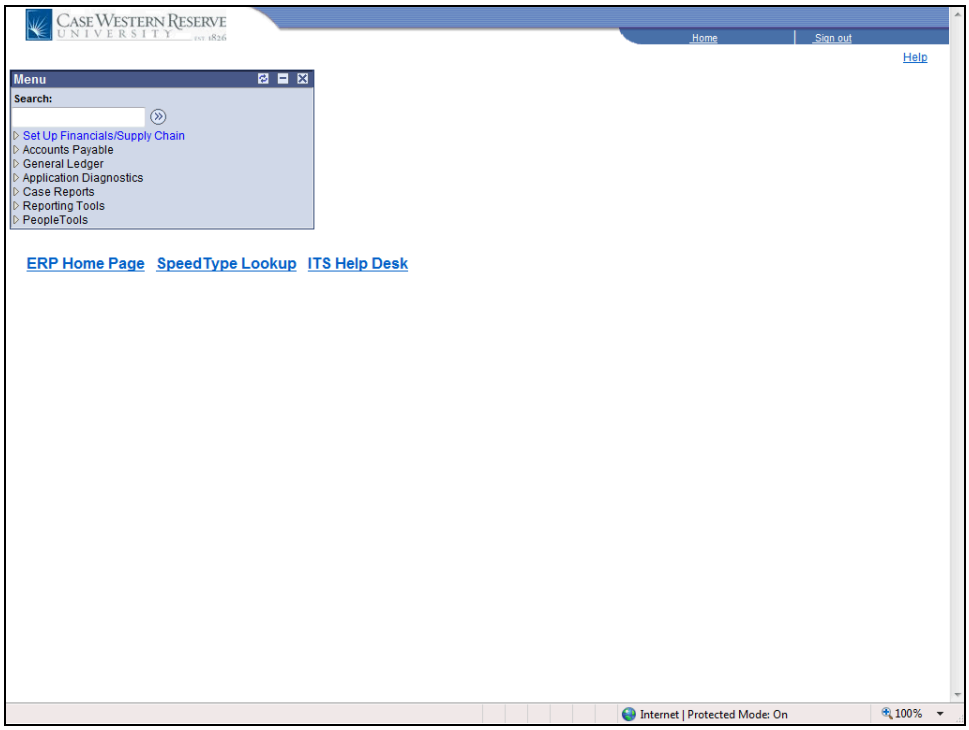


Step	Action
11.	You should now be able to download Excel files from PeopleSoft. Close your My Computer or Computer window. **End of Procedure.**

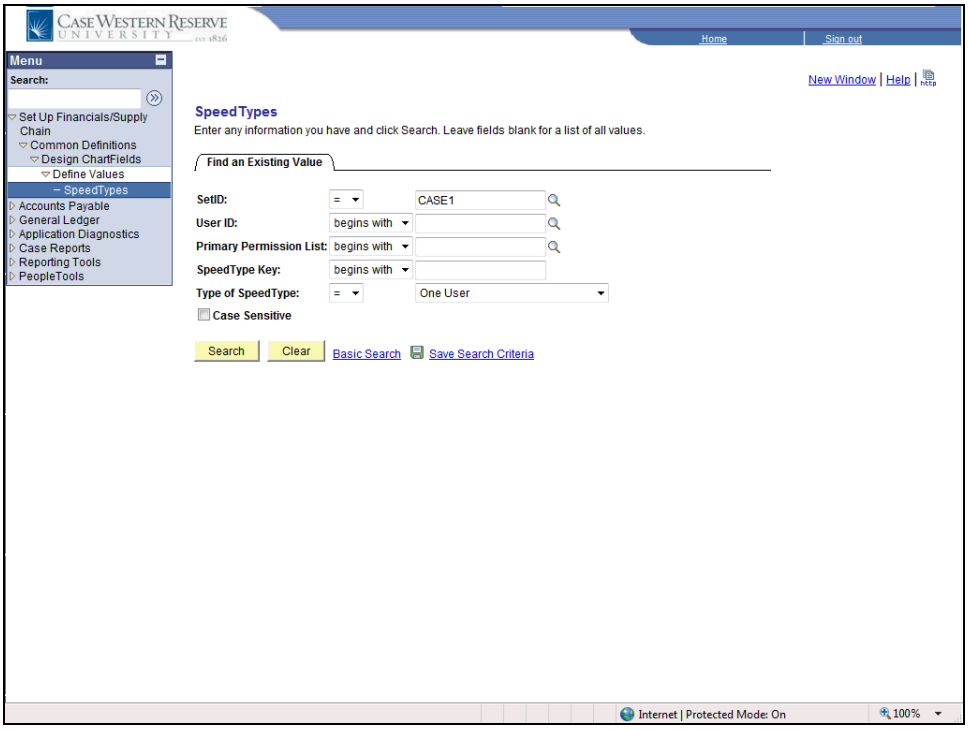
Appendix D: Speedtype Chartfield Lookup

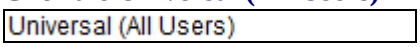
This business process demonstrates how to use a Speedtype to look up other Chartfield information. This feature is only available in the Financials Reporting (RPT) database.

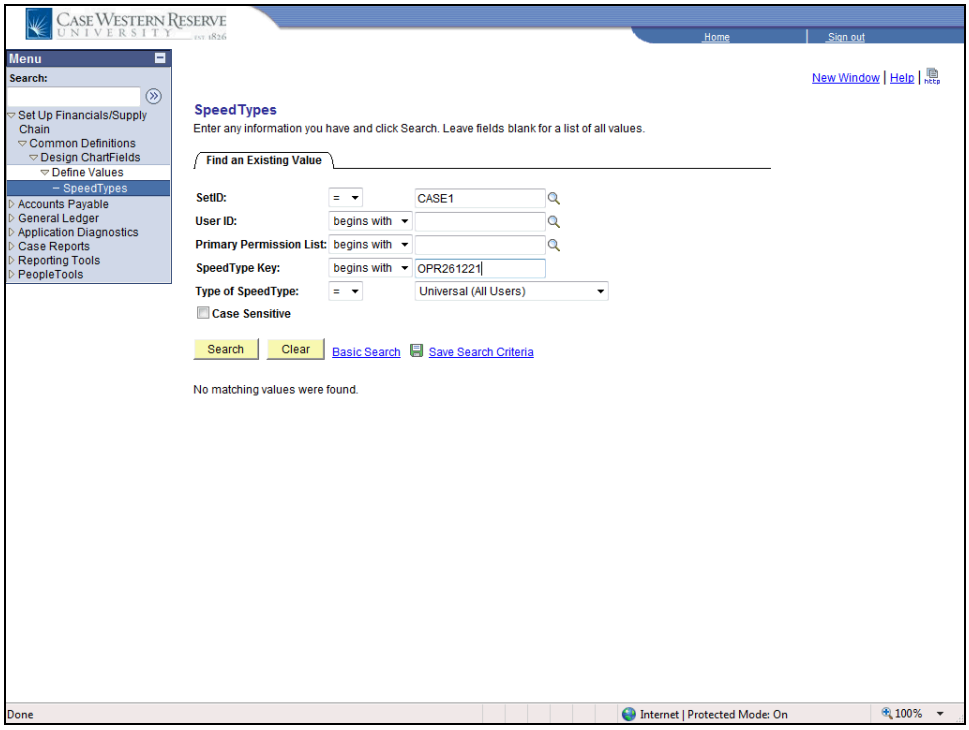
Procedure



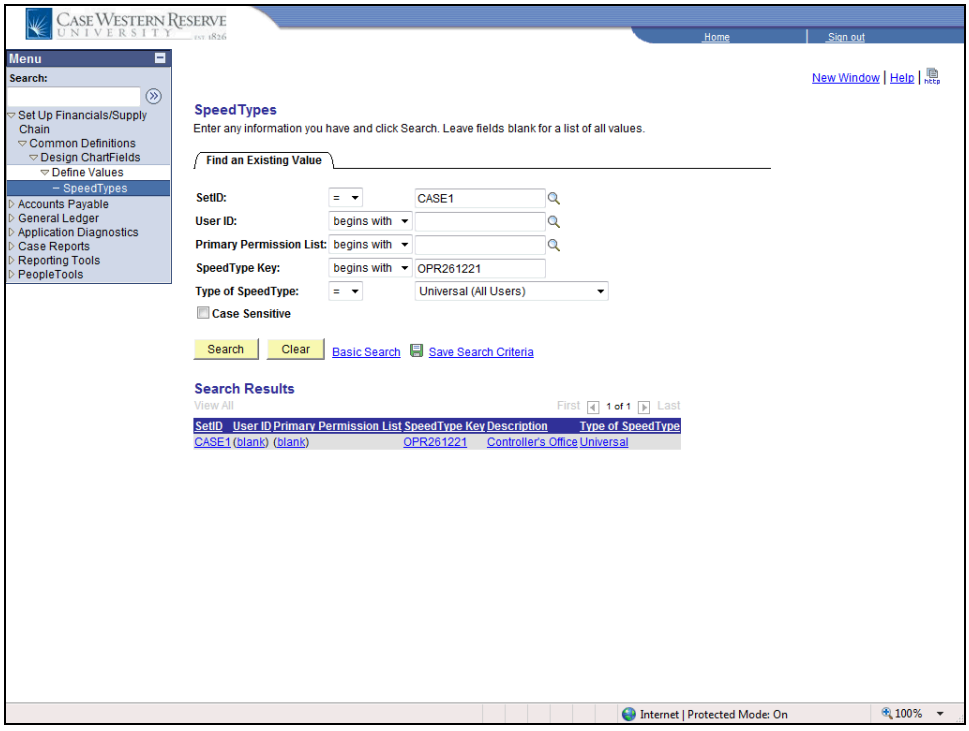
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain
2.	Click the **Common Definitions** link. ▷ Common Definitions
3.	Click the **Design ChartFields** link. ▷ Design ChartFields
4.	Click the **Define Values** link. ▷ Define Values
5.	Click the **SpeedTypes** link. SpeedTypes



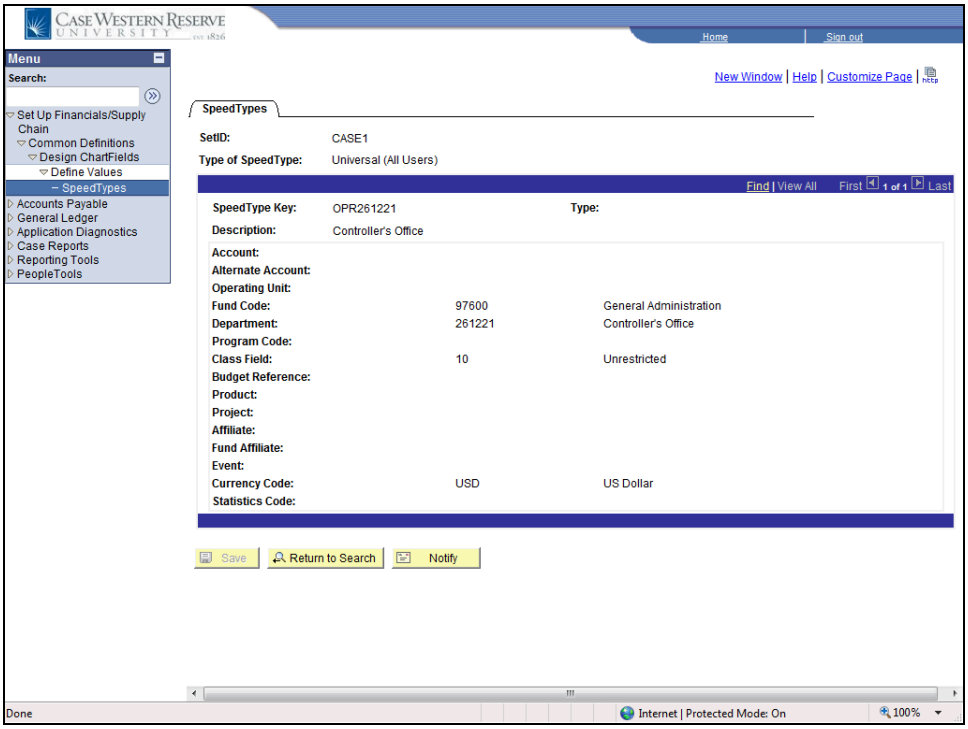
Step	Action
6.	The SpeedTypes page appears. On this screen you will enter the SpeedType Key and change the Type of SpeedType.
7.	Enter the SpeedType to look up into the **SpeedType Key** field. For example, enter "**OPR261221**".
8.	Click the **Universal (All Users)** in the Type of SpeedType dropdown list. 



Step	Action
9.	Click the **Search** button. Search



Step	Action
10.	In the Search Results, click the SpeedType number. For example, click the **OPR261221** link. OPR261221



Step	Action
11.	The SpeedTypes screen appears. This page gives the Chartfield details for the Speedtype that has been selected. In this example, you see the Fund Code, Department, and Class Field.
12.	**End of Procedure.**